

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

Exhibition dates – IFA 2019

Exhibition dates	6 to 11 September 2019
Media days	4 and 5 September 2019
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	26 August 2019
End of stand construction	5 September 2019, 10 p.m. (Please note that all construction works must be finished by that time.)
Stand dismantling	12 to 15 September 2019
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.

September – March

PERIOD	TO DO	CONTACT PERSON
31 August to 5 September 2018	SUPER-EARLY-BIRD 10% Super Early Bird discount on stand rental area for applications during IFA. This offer applies only for exhibitors of the respective IFA.	IFA Product Manager
September 2018 to January 2019	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
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 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 2019 onwards	MEETING ROOMS AT IFA GLOBAL MARKETS Trade visitors of IFA Global Markets can book meeting rooms free of charge at IFA Global Markets at STATION-Berlin.	www.ifa-globalmarkets.com	IFA Global Markets Product Managers ifa@messe-berlin.de
May 2019	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.	www.ifa-berlin.com Exhibitors -> Online Orders	beco-support@messe-berlin.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. Ask them for an individual offer.	www.mb-capital-services.de	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 special packages for your trip. Please contact our partner agency for consultancy and an individual package.	www.ifa-berlin.com/ -> Exhibitors -> Travel Service	
June 2019	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 redeemed 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. Supplementary entries such as product groups, export regions or IFA innovations must be ordered from Neureuter Fair Media.	The publisher contacts registered exhibitors directly.	Neureuter Fair Media GmbH ifa@neureuter.de
June 2019	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.	Stand application form	IFA 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) is 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 content 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 Rental of meeting rooms on the IFA 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, singlestorey stands without roofs up to the size of 50 sqm metres are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. All other types of stand, doublestorey or special constructions require approval. Stand drawings with specifications (in duplicate, 1:100 scale or greater), including top and side views, must be sent in for approval by Messe Berlin latest 6 weeks before individual construction starts.	BECO online shop -> Permissions and Technical Guidelines	Messe Berlin, ES Tel. +49 30 3038-2829 Fax +49 30 3038-2829 messetechnik@messe-berlin.de
End of July 2019	TRAFFIC MANAGEMENT SYSTEM An IT-based traffic management system means exhibitors and stand construction companies will benefit from 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 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	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 9 August 2019	SUSPENDED DECORATION AND FABRIC COVERINGS 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	MB Capital Services Tel. +49 30 3038-5786 Fax +49 30 3067-2018/-2058 info@mb-capital-services.de
until 9 August 2019	COMPLETE RANGE OF MODULAR STANDS A system of modular stands (ranging from basic stands to double-storey solutions) make taking part in the trade fair easier and can be individually enhanced with numerous additional features.	BECO online shop -> Stand Construction and Equipment	MB Capital Services Tel. +49 30 3067-2015 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
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.	BECO online shop -> Personnel, Stand Services, Catering www.capital-catering.de	Capital Catering GmbH Tel. +49 30 3038-2993/-1952 Fax +49 30 3038-1951 cateringservice@capital-catering.de
until 9 August 2019	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 Tel. +49 30 3069-6969 Fax +49 30 3069-6930 kartenservice@messe-berlin.de
until 9 August 2019	CONTAINER AND VEHICLES Sitings for containers and vehicles are available on the exhibition site next to the halls. Vouchers are only issued for the entire duration of the event incl. construction and dismantling period.	BECO online shop -> Tickets and Parking Space	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
until 9 August 2019	<p>STAND PERSONNEL Capital Services GmbH, a subsidiary of Messe Berlin GmbH, will be happy to organise hostesses and hosts.</p> <p>The job agency Bundesagentur für Arbeit, Berlin Nord can organise assistance with construction and dismantling.</p>	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	<p>STAND FACILITIES Ordering of stand equipment, flower decoration, floor coverings, office equipment, furniture, video/audio sets, EDP equipment etc. for your stand.</p>	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	<p>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".</p>	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 9 August 2019	<p>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.</p>	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 9 August 2019	<p>SECURITY Messe Berlin can only provide for general hall security measures, beginning two days before and ending two days after the actual event. 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.</p>	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 23 August 2019	<p>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.</p>	BECO online shop -> Personnel, Stand Services, Catering	Funk Versicherungsmakler GmbH Jana Bengtson Tel. +49 30 250092-511 j.bengtson@funk-gruppe.de Yvone de Raaij Tel. +49 30 250092-512 y.deraaij@funk-gruppe.de

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

August – September IN CHRONOLOGICAL ORDER

DATE	TO DO	INFORMATION/ORDER*	CONTACT
until 31 August 2019	<p>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.</p>	<p>BECO online shop -> Personnel, Stand Services, Catering, Insurance for Exhibits, Events</p>	<p>Logistics and Event Security Tel. +49 30 3038-4091 Fax +49 30 3038-4193 ifa-logistics@messe-berlin.de</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>GEMA Customer Center Berlin Tel. +49 30 588 58 999 Fax +49 30 212 92 795 kontakt@gema.de</p>
4 and 5 September 2019	<p>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.</p>	<p>www.ifa-berlin.com -> Press</p>	<p>Nicole von der Ropp Tel. +49 30 3038-2273 Fax +49 30 3038-2265 vonderropp@messe-berlin.de</p>
4 September 2019	<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 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 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</p> <p>Access Gate 7 (Messedamm 22) for Hall: 1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1 Access Gate 9 (Messedamm 22) Hall: 8-18 Access Gate 25 (Jafféstrasse) Hall: 1.2, 2.2, 3.2, 4.2, 5.2, 5.3, 6.2, 6.3, 7.2, 20-27</p> <p>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 gates.</p>	<p>BECO online shop -> Logistics</p> <p>IFA Homepage -> Download Centre (in June)</p>	<p>Logistics and Event Security Tel. +49 30 3038-4088 Fax +49 30 3038-4193 ifa-logistics@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 Tel. +49 30 3038-4088 Fax +49 30 3038-4193 ifa-logistics@messe-berlin.de</p>
<p>CONSTRUCTION AND DISMANTLING PASSES</p> <p>Construction and dismantling passes allow exhibitors and their staff to access the exhibition site during the construction and dismantling period. The required passes can be ordered free of charge at the BECO online shop.</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. 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</p> <p>For installing and dismantling of exhibits and stand equipment.</p>	<p>BECO online shop -> Logistics</p>	<p>Agility Fairs & Events GmbH Tel. +49 30 3069-2 80 expoberlin@agilitylogistics.com</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