

# Services from A to Z

## **Advertising spaces for Marketing and Sponsoring**

MB Capital Services, Service Center, Hall 7,  
6th floor, T: +49 30 30 38-24 06,  
F: +49 30 30 38-22 39

## **Airports/Hotline**

Information 030 6091 1150  
Hotline for both airports: Tegel and  
Schönefeld, [www.berlin-airport.de](http://www.berlin-airport.de)

## **Assistance for People with Disabilities/ Wheelchair service**

Hall 4.2, T: +49 30 30 38-58 37

## **Audio systems**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20-15,  
F: +49 30 30 67 20 18

## **Banks/Cash Machines**

Cash machines: CityCube Berlin, Entrance  
Foyer; Hall 14.1; Hall 19; Middle Foyer  
1.2b/2.2b;  
Bank: ReiseBank (at the branch office)  
"Zoologischer Garten" railway station;  
T: +49 30 881 71 17

## **Business Center**

Messe Berlin GmbH,  
✉ [business-center@messe-berlin.de](mailto:business-center@messe-berlin.de)  
(photo copies, fax, telephone, e-mail,  
internet, PC, scanner, printer, notebook  
connection, USB flash drive, business cards,  
pre-paid telephone cards, SIM-cards, top up  
prepaid cards, international power adapter)  
- Großer Stern, Level 3,  
T: +49 30 30 38-41 28,  
F: +49 30 30 38-41 36

## **Carpet Rentals**

MB Capital Services GmbH,  
Thüringer Allee 12, Haus 5, 14052 Berlin,  
T: +49 30 30 67 20-15  
F: +49 30 30 67 20 18

## **Catering**

Capital Catering GmbH,  
Messedamm 22, 14055 Berlin,  
T: +49 30 30 38 -29 01 / 39 29  
Stand Services (during exhibition only),  
T: +49 30 30 38-29 93, -19 52,  
[cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)

## **Charging Station**

Lockable charging station for mobile phones  
CityCube, Entrance Messedamm, next to  
the public phone

## **Charging station for electric vehicles**

Parking space P3 in front of hall 17  
Parking Space P15  
Parking space for visitors next to the  
administrative building of Messe Berlin,  
near gate 9

## **Cloakrooms/Luggage Lock-up**

Entrance South, Hall 19, Hall 14.1,  
CityCube Berlin Entrance Foyer

## **Compressed-air equipment**

Messe Berlin GmbH, Exhibitor Service,  
T: +49 30 30 38 14 00,  
F: +49 30 30 38-14 60  
For technical inquiries: MTD,  
T: +49 30 30 38-57 71

## **Courier Services**

Schenker Parcel Service (Courier Services by  
Schenker Deutschland AG)  
Servicegebäude Süd, Jafféstraße 2,  
14055 Berlin, T: +49 30 30 12 995-420

## **Customs**

Customs Office (Berlin), 10965 Berlin,  
Mehringdamm 129c,  
T: +49 30 690 09  
Exhibition grounds: Service Building South,  
Entrance: Gate 25, Jafféstraße 2  
T: +49 30 330 07 94-0,  
F: +49 30 330 07 94-29

## **Disabled toilet keys**

Ask for keys at the next information desk

## **Displays / Graphics**

MB Capital Services GmbH,

Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20-15,  
F: +49 30 30 67 20 18

**Decorations (Suspended),  
non-flammable Materials,  
Floor Coverings**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
For technical inquiries:  
Langhammer & Vogt, Hall 6,  
Intermediate Level 2,  
T: +49 30 30 38 -57 58, -57 86

**Dry cleaning**

Cleanteam Berlin, Kaiserdamm 23,  
14057 Berlin,  
T: +49 30 3 02 46 61,  
F: +49 30 2 78 90 99 99  
Overnight-Service, T: +49 30 2 78 90 99 90

**Electrical installations**

Messe Berlin GmbH, Exhibitor Service,  
T: +49 30 30 38 14 00,  
F: +49 30 30 38-14 60  
For technical inquiries: Electronica,  
T: +49 30 30 38-5807

**Employment Agency, Temporary  
Employment**

Hostesses, part-time help for Stand  
Construction and Dismantling (Hall 13)  
T: +49 30 55 55 72-12 04,  
F: +49 30 55 55 72 19 99  
✉ [spandau.jobvermittlung@  
arbeitsagentur.de](mailto:spandau.jobvermittlung@arbeitsagentur.de)

**Exhibitor Service Counter**

Großer Stern, Level 3  
T: +49 30 30 38-41 23, -4124, -41 25, -4127  
F: +49 30 30 38-41 35

**Exhibitors' Shop (Last-minute Shopping,  
Dry Goods, Hardware, Office Supplies)**

Messe-Shop Stefan Krug  
MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
Hall 6.2 (opposite "Marshall-Haus"),  
T/F: +49 30 30 38-57 38

**Fire Department - Emergency Call**

Plant Fire Brigade Messe Berlin  
T: +49 30 30 38 31 12

**Fire Protection (Fire extinguisher,  
Sprinkler installations)**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin,  
T: +49 30 30 38-14 00  
For technical inquiries: Minimax,  
T: +49 30 70 00-080

**First Aid – DRK (Red Cross), Physician**

Emergency calls:  
T: +49 30 30 38-22 22  
Hall 2.1, Hall 3.2, Hall 4.2, Hall 26c, and  
passageways between Halls 12/13, 17/18,  
and CityCube Berlin, Entrance foyer (next to  
porter's office)  
Wheelchairs / Lost Children, Hall 4.2,  
T: +49 30 30 38-58 37

**Floral Arrangements**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20 15,  
F: +49 30 30 67 20 18

**Food, Beverage, Tobacco and  
Confectionery Service**

Capital Catering GmbH, Messedamm 22,  
14055 Berlin  
T: +49 30 30 38-29 01/ -39 29  
Stand Services (during the fair only)  
T: +49 30 30 38-29 93, -19 52,  
F: +49 30 30 38-19 51

**Forwarding Agents and Container  
Storage**

Fair Offices: Service South Building, Gate 25,  
Jafféstraße, 14055 Berlin  
Agility Logistics GmbH  
T: +49 30 30 69 28-0,  
F: +49 30 30 69 28 49  
Schenker Deutschland AG, schenkerfairs,  
T: +49 30 301 29 95-420,  
F: +49 30 301 29 95-429

### **Furniture Hire**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20 15,  
F: +49 30 30 67 20 18

### **Hall Supervisors**

Messe Berlin GmbH/ES33, Messedamm 22,  
14055 Berlin  
South Entrance, Hall 1.1 a/b, 1.2 a/b,  
2.1 a/b, 2.2 a/b, office, middle foyer 1.2/2.2,  
T: +49 30 30 38-41 42  
Hall 3.1 a/b, 3.2 a/b, 4.1 a/b, 4.2 a/b,  
office, middle foyer 3.2/4.2,  
T: +49 30 30 38-41 41  
Hall 5.1, 5.2 a/b, 5.3, 6.1, 6.2 a/b, 6.3,  
office, front foyer, Hall 5.2 b,  
T: +49 30 30 38-41 40  
Hall 7.1a/b/c, 7.2 a/b/c, 7.3 (Lunchbox,  
Berlin, Europa), office, Hall 7.2b,  
T: +49 30 30 38-41 44  
Hall 8.1, 8.2, 9 a/b/c, 10.1, 10.2,  
"Grosser Stern", office, entrance Hall 9,  
T: +49 30 30 38-41 45  
Hall 11.1, 12-17, Funkturm  
(inner courtyard), 14.1, 14.2, 15.1, 15.2,  
office, Hall 16,  
T: +49 30 30 38-41 46  
Hall 11.2, 18-20, "Kleiner Stern", Palais,  
office, Hall 19,  
T: +49 30 30 38-41 47  
Hall 21a/b, 22 a/b, 23 a/b, 24 (Passageway),  
"Sommergarten", "Marshall-Haus",  
office opposite Hall 23,  
T: +49 30 30 38-41 48  
Hall 25, 26 a/b/c, lines, office, Hall 26c,  
T: +49 30 30 38-41 49  
CityCube Berlin  
next to porter's office,  
T: +49 30 30 38-40 37

### **Hostesses**

MB Capital Services GmbH  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 38-14 35 -14 39,  
F: +49 30 30 38-14 40

### **Hostesses (multilingual)**

No translation-service  
(see Translation-service Braunstein)  
MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin

T: +49 30 30 38-14 35 -14 39,  
F: +49 30 30 38-14 40

### **Hotel Reservations/Travel Arrangements/Arrivals**

**HRS**, [www.hrs.de/hotel/de/berlin/](http://www.hrs.de/hotel/de/berlin/)  
T: +49 221 20 77 600

**VisitBerlin**, [www.visitberlin.de](http://www.visitberlin.de)  
T: +49 30 25 00 25

### **Information Stands, Messe Berlin GmbH**

Ground Level  
Entrance South (right)  
T: +49 30 30 38-68 81, -68 82  
Hall 1.1a/2.1a, middle foyer (right),  
T: +49 30 30 38-68 80, -68 85  
Hall 3.1b/4.1b, middle foyer  
T: +49 30 30 38-68 90  
Hall 7.1a, foyer,  
T: +49 30 30 38-68 20  
Hall 7.1c, foyer,  
T: +49 30 30 38-68 22  
Hall 9, entrance foyer,  
T: +49 30 30 38-68 30, -68 31  
„Großer Stern“, foyer / passageway,  
T: +49 30 30 38-68 48, -68 49  
„Kleiner Stern“, foyer / passageway,  
T: +49 30 30 38-68 44, -68 45  
Hall 14.1, entrance foyer,  
T: +49 30 30 38-68 32, -68 33  
2nd Level  
Hall 1.2/2.2a, middle foyer (left),  
T: +49 30 30 38-68 75, -68 76  
Hall 1.2a/2.2a, middle foyer (right),  
T: +49 30 30 38-68 07, -68 08  
Hall 3.2a/4.2a, middle foyer (right),  
T: +49 30 30 38-68 55  
Hall 5.2b/6.2b, middle foyer,  
T: +49 30 30 38-68 17, -68 18  
Hall 7.2a, foyer/ passageway,  
T: +49 30 30 38-68 26  
Hall 7.2c/8.2, foyer / passageway,  
T: +49 30 30 38-68 27, -68 28  
„Großer Stern“, foyer / passageway,  
T: +49 30 30 38-68 50, -68 51  
„Kleiner Stern“, foyer / passageway,  
T: +49 30 30 38-68 46, -68 47  
Hall 19, entrance foyer,  
T: +49 30 30 38-68 34, -68 35  
Hall 20/21, entrance foyer,

T: + 49 30 30 38-68 36, -68 37

Hall 24, foyer / passageway,

T: +49 30 30 38-68 38, -68 39

Hall 25, entrance foyer,

T: +49 30 30 38-812 05

Hall 26,

T: +49 30 30 38-812 06

City Cube, entrance foyer,

T: +49 30 30 38-812 09

#### **Insurance for Exhibits**

Insurance brokers, L. Funk & Söhne GmbH,

Budapester Straße 31, 10787 Berlin;

T: +49 30 25 00 920,

F: +49 30 25 00 92-755

#### **Interpretation and Translation Service**

No hostesses service (see Hostesses multilingual)

Interpretation and Translation Service

Braunstein, Binger Str. 53, 14197 Berlin

T: +49 30 3 23 14 67,

F: +49 30 85 96 14 69

Mobile phone: + 49 172-38 42 388,

E-Mail: [service@dolmetscher-braunstein.de](mailto:service@dolmetscher-braunstein.de)

Internet: [www.dolmetscher-braunstein.de](http://www.dolmetscher-braunstein.de)

#### **Letter box**

On the trade fair grounds, Messedamm 22, in front of the administrative building of Messe Berlin GmbH, near to gate 7 and gate 9

#### **Lifting platform rental, fork lifts**

See Forwarding agents

#### **Logistics**

Sites for containers, vehicles, admission pass, etc.

Service Centre Hall 7, 3rd Floor,

T: +49 30 30 38-40 82,

F: +49 30 30 38-41 93

#### **Lost Children / Red Cross**

Hall 4.2, T: +49 30 30 38-58 37

#### **Lost and Found**

Security Office, passageway between Halls 16 & 17,

T: +49 30 30 38-17 85

[lost-and-found@messe-berlin.de](mailto:lost-and-found@messe-berlin.de)

#### **Office Equipment / Photocopier Rentals**

MB Capital Services GmbH,

Thüringer Allee 12, 14052 Berlin

T: +49 30/30 67 20 15,

F: +49 30/30 67 20 18

#### **Parking Permits**

MB Capital Services GmbH,

Thüringer Allee 12, 14052 Berlin

T: +49 30/30 69 69 69,

F: +49 30/30 69 69 30

#### **Pharmacy**

Witzleben Apotheke, Kaiserdamm 24/corner of Messedamm, 14055 Berlin

T: +49 800 301 19 70, +49 30 93 95 20 30,

F: +49 30 93 95 20 35

Delivery Service: Monday through Friday (8:00 a.m.-6:00 p.m.), last orders until 2:00 p.m. for delivery on same day

#### **Photocopies**

Business Center, Großer Stern, Level 3,

T: +49 30 30 38-41 23, -41 25, -41 28

F: +49 30 30 38-41 36

#### **Photo Service**

MB Capital Services GmbH,

Thüringer Allee 12, 14052 Berlin

Photographic Studio Nieswand & Pletschke,

T: +49 30 882 64 88

Mobile phone: +49 171 518 30 45

#### **Police**

Emergency call to police: Telephone: 110

District Office 22, Charlottenburger

Chaussee 75, 13597 Berlin,

T: +49 30 4664-22 27 01

Police station in Hall 7, ground level,

T: +49 30 4664-20 07 60,

F: +49 30 4664-20 07 99

#### **Post Office**

Postbank Finance Center, Soorstraße 61-62, 14050 Berlin, Mon-Fri: 9:00-18:00,

Sat: 9:00-13:00

**Projectors, Audio and Video Components**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20 15,  
F: +49 30 30 67 20 18

**Public Transportation**

BVG, Berliner Verkehrsbetriebe,  
Internet: [www.bvg.de](http://www.bvg.de) (english service)  
Rates and Schedules,  
T: +49 30 194 49  
S-Bahn Berlin GmbH,  
Internet: [www.s-bahn-berlin.de](http://www.s-bahn-berlin.de),  
Rates and schedules,  
T: +49 30 297 433 33

**Refrigerators**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20-15,  
F: +49 30 30 67 20 18

**Restaurants: (see Catering Guide)****Room of Silence**

Trade Fair Grounds: Hall 6.2  
(opposite "Marshall-Haus")  
T: +49 30 30 38-58 58,  
Mobile: +49 (0)15 25 4 91 02 94

**Rubbish Bins, Waste Disposal, Industrial Waste Removal**

Messe Berlin GmbH, Exhibitor Service,  
T: +49 30 30 38-14 00  
F: +49 30 30 38-14 60  
For technical inquiries: Alba,  
office in container behind Hall 23b,  
T: +49 30 30 38-13 33,  
F: +49 30 30 38-57 61

**Sanitary installations**

Messe Berlin GmbH, Exhibitor Service,  
T: +49 30 30 38-14 00,  
F: +49 30 30 38-14 60  
For technical inquiries: MTD,  
T: +49 30 30 38-57 71, -57 51,  
F: +49 30 30 38-57 72

**Security and Supervisory Staff (Stand Security)**

Messe Berlin GmbH, Exhibitor Service,

T: +49 30 30 38-14 00,  
F: +49 30 30 38-14 60  
For technical inquiries: Teamflex Solutions GmbH,  
T: +49 30 30 38-58 67

**Stand Cleaning**

Messe Berlin GmbH, Exhibitor Service,  
T: +49 30 30 38-14 00,  
F: +49 30 30 38-14 60  
For technical inquiries: Department ES 32  
T: +49 30 30 38-41 10

**Stand Construction and Equipment**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 67 20 15,  
F: +49 30 30 67 20 18

**Stand Construction Approval**

Messe Berlin GmbH / ES21, Technical Service and Support for Fairs  
Service Center, Hall 7, 4th floor,  
T: +49 30 30 38-40 22 -40 28

**Suspension Points, Rigging**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin,  
T: +49 30 30 67 20-15  
UEBERKOPF, Thüringer Allee 12,  
Servicehof Nord, Haus 5,  
T: +49 30 555 74 48-0,  
F: +49 30 30 67 20 18

**Taxi ranks**

CityCube Berlin – Messedamm,  
Entrance South,  
Gate 9, Messedamm entrance,  
Entrance Hall 9,  
Entrance East (Halls 14/15), Messedamm  
Entrance North (Hall 19), Masurenallee

**Taxi Reservations**

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

**Telecommunication**

ISDN, telephone, fax, mobile phone, PC  
and notebook hire, Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 38-14 00,  
F: +49 30 30 38-14 60

**Telephones (international)**

Entrance South, entrance hall 7,  
entrance north hall 19,  
passageway between halls 20/21,  
CityCube Berlin Entrance Foyer

**Telephone Inquiry**

National, T: 118 33  
International, T: 118 34

**Ticket Sales / Ticket Office**

MB Capital Services GmbH,  
Thüringer Allee 12, 14052 Berlin  
T: +49 30 30 69 69 69,  
F: +49 30 30 69 69 30

**Tourist Information**

Berlin Tourismus & Kongress GmbH  
Am Karlsbad 11, 10785 Berlin,  
T: +49 30 26 47 48-0,  
F: +49 30 26 47 48 99  
Service-Hotline: +49 30 25 00 25,  
[www.visitberlin.de](http://www.visitberlin.de)

**Trains: DB / Deutsche Bahn AG**

Service Hotline: 0180 6 99 66 33  
(0,20 Euros per minute from German  
landlines),  
Automated timetable information:  
T: +49 800 150 70 90  
[www.bahn.de](http://www.bahn.de)

**Video systems**

see Audio systems

**Visitors' Meeting Point**

Entrance North: lobby, Hall 19, Entrance  
South: middle foyer between Hall 1.2a and  
2.2a