

International Green Week 18 – 27 January 2019



INFORMATION AND DATES FOR EXHIBITORS

OPENING HOURS		FAIR MANAGEMENT & PRESS CENTRE
Visitors daily	10.00 a.m. – 6.00 p.m.	Hall 6.3
Extended opening hours on January 25 th	10.00 a.m. – 8.00 p.m.	e-mail: igw@messe-berlin.de
Exhibitors daily	7.00 a.m. – 7.00 p.m.	
On January 25 th	7.00 a.m. – 9.00 p.m.	

SHORT OVERVIEW: DATES	
WHAT?	WHEN?
Application of co-exhibitors	until 15.11.2018
Application for events	until 26.10.2018
Ordering of services in BECO-Webshop	until December 2018 the latest Attention: Late payment fines as from January 2019
Planning and organisation of advertising	from November 2018
Submission of construction plans subject to approval	until 30.11.2018
Start of construction	14.01.2019
End of stand construction and acceptance of construction work	17.01.2019
Start of dismantling	27.01.2019, 6.00 p.m.
End of dismantling	29.01.2019



Halleninspektoren Hall Inspectors

Telefon Telephone	Bereich Area
A +49 (0)30 3038-4149	25, 26, Freigelände/Outdoor Display
B +49 (0)30 3038-4148	21, 22, 23, 24, Sommergarten, Marshall-Haus
C +49 (0)30 3038-4147	11.2, 18, 19, 20, Kleiner Stern, Palais
D +49 (0)30 3038-4146	11.1, 12, 13, 14.1, 14.2, 15.1, 15.2, 16, 17, Funkturm
E +49 (0)30 3038-4145	8.1, 8.2, 9, 10.1, 10.2, Grosser Stern
F +49 (0)30 3038-4144	7.1, 7.2, 7.3
G +49 (0)30 3038-4142	1.1, 1.2, 2.1, 2.2, Eingang Süd/South Entrance
H +49 (0)30 3038-4141	3.1, 3.2, 4.1, 4.2,
K +49 (0)30 3038-4140	5.1, 5.2, 5.3, 6.1, 6.2, 6.3
L +49 (0)30 3038-4037	CityCube Berlin

ACCESS TO THE EXHIBITION GROUNDS		KONTAKT
Halls 8.1, 8.2,9, 10.1, 10.2, 11-18 Access Tor (gate) 9 (Messedamm 22)	7.00 a.m. - 10.00 p.m.	igw-logistics@messe-berlin.de
Halls 1.2 - 7.2, 20-26 Access Tor (gate) 25 (Jafféstraße)	7.00 a.m. - 10.00 p.m.	
<p>Please note:</p> <p>Vehicles will not be permitted into the halls through the main gates after: 17.01.2019, 12.00 a.m. Deliveries may only be made through the emergency exits.</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. A deposit (EUR 200.00 per car/ per trailer) must be placed at the entrance. The access by all vehicles will also be temporarily restricted. The deposit does not apply to reservations on the Internet (https://www.ax4.com/ax4/?ID=401635&lang=en) and keeping the time frame. An online reservation is possible as from 10th December 2018. (Attention: Exceeding time limits will be charged).</p> <p>Please note the Traffic Guidance Instructions.</p> <p>We offer charged parking for cars and containers during the trade fair. You will find an application form at BECO-Shop.</p>		<p>Agility Fairs & Events T +49 30 3069 28 0</p> <p>or</p> <p>Schenker Deutschland T +49 30 3012 995 420</p>

CONSTRUCTION AND DISMANTLING		CONTACT
<p>Submission of initial planning or working drawings for stands exceeding the construction height of 2.50 m.</p> <p>For static evidence and official control (e.g. second floors) please consider the appropriate lead time (minimum 6 weeks before the start of construction).</p> <p>Start of construction End of construction - Stand construction - Decorations</p> <p>Acceptance of construction work</p> <p>Start of dismantling End of dismantling</p>	<p>30.11.2018</p> <div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Construction documents and descriptions must be submitted in German</p> </div> <p>14.01.2019</p> <p>17.01.2019, 12.00 a.m. 17.01.2019, 6.00 p.m.</p> <p>16./17.01.2019</p> <p>27.01.2019, 6.00 p.m. 29.01.2019</p>	<p>Messe Berlin, ES T 30 3038 4021 to 4028 messtechnik@messe-berlin.de</p>

BECO-Shop	CONTACT
<p>The BECO-Shop is your platform to order any products or services which are necessary for your fair participation.</p> <p>The BECO-Shop offers services like:</p> <ul style="list-style-type: none"> ▪ Electrical Installations ▪ Water installation ▪ Waste disposal ▪ booth cleaning ▪ parking spaces ▪ IT & telecommunication services ▪ exhaust duct / grease separator ▪ booth staff ▪ etc. 	<p>BECO-Shop Team T +49 30 3038 1468 beco-support@messe-berlin.de</p>

MARKETING	CONTACT
<p>Indoor and Outdoor Advertising</p> <p>Indoor and outdoor advertising allows you to perfect your fair presentation and to arouse attention. We offer:</p> <ul style="list-style-type: none"> ▪ Mega-banners ▪ Mega-banners at the main entrances ▪ Banners at access roads, facades and foyers ▪ Many more special advertising possibilities... 	<p>MB Capital Services T +49 30 3038 2406 advertising@mb-capital-services.de</p>
<p>Online CATALOGUE entry in the Virtual Market Place®</p> <p>Virtual Market Place® is the official online catalogue with extensive exhibitor entries with all products and services, search and networking tools and a dynamic hall and fair planner.</p> <p>Icons With the aid of our icons, you can indicate your interest in trade visitors as well as refer to your own online shop to sell your products.</p> <p>Networking Tool Complete your exhibitor profile with detailed product information like e.g. certifications and information for trade visitors. Use this comprehensive tool to find the right contact person and to get in contact with other exhibitors and visitors to intensify your business relationships.</p> <p>Coupons The coupons are included in the 100,000 hall plans, which are offered at the cashier's desks and information stands. Increase the attention of your fair presentation by making use of a coupon! This way you promote your special offers at your stand. Closing date for applications: 30.11.2018</p> <p><u>Attention:</u> The companies EXPO GUIDE S.C. or Construct Data Verlag offer charged entries for a listing in its exhibitor directory. We wish to make clear that Messe Berlin GmbH has no relation to these two companies.</p>	<p>Online editorial office VMP T +49 30 3038 2180 editorial@vmp.gruenewoche.de</p>
<p>Ticket vouchers for your customers Invite your customers with ticket vouchers to visit your booth at the Green Week. Only redeemed vouchers and the handling fee will be charged.</p>	<p>BECO-Shop Team T +49 30 3038 1468 beco-support@messe-berlin.de</p>
<p>Press boxes As an exhibitor you have the possibility to rent press boxes at the press center. There you can place your documents with news about your product and reach media representatives, who didn't have the chance to visit your booth.</p>	<p>Public Relations T +49 30 3038 2267 dreimann@messe-berlin.de</p>
<p>Advertising material Use our wide range of free flyers, posters and correspondence stickers for your mailing and draw attention to your appearance at the Green Week.</p>	<p>igw@messe-berlin.de</p>

SERVICES IN BECO-SHOP	TELEPHONE +49 (0) ...	EMAIL
General Issues	30 3038 1468	beco-support@messe-berlin.de
Catering	30 3038 2993/1952	cateringservice@capital-catering.de
Cleaning of the stand	30 3038 4110	fair-service@messe-berlin.de
Compressed air installations	30 3038 5771/5751	jens.wieneke@mtd.net
Construction/Dismantling passes	30 3038 2049	igw@messe-berlin.de
Courier service Schenker Parcel-Service	30 3012995420	fairs.berlin@dbschenker.com
Decoration (plants)	30 3067 2013	peglow@messe-berlin.de
Decoration (fabric)	30 3038 5786	frankvogt@langhammer-vogt.de
Electrical installations	30 3038 5874/5807	ulrich.lerch@electronicagroup.de
Exhibitor passes (extra charge)	30 3069 6969	kartenservice@mb-capital-services.de
Extractor hoods / vapor extractors	30 3038 5771/5751	jens.wieneke@mtd.net
Floor covering, carpet	30 3067 2013	peglow@messe-berlin.de
Freezers, chill display counters	30 3067 2013	peglow@messe-berlin.de
Forwarding agency: Agility Fairs & Events	30 3069 280	expoberlin@agility.com
Forwarding agency: Schenker Deutschland AG	30 3012995 420	fairs.berlin@dbschenker.com
Furniture for hire	30 3067 2013	peglow@messe-berlin.de
Gas installations	30 3038 5771/5751	jens.wieneke@mtd.net
Hosts/Hostesses	30 3038 1435	hostessen@mb-capital-services.de
Insurance of exhibits (Funk und Söhne)	30 250092 0	j.bengtson@funk-gruppe.de
Internet access, wireless LAN	30 3038 1400	fair-service@messe-berlin.de
Load distribution measures	30 3038 4022-4028	messtechnik@messe-berlin.de
Music performances (GEMA)	711 2252 794	kontakt@gema.de
Office equipment, copiers	30 3067 2013	peglow@messe-berlin.de
Office services	30 3038 4128/4123	business-center@messe-berlin.de
Parking space for containers/trucks	30 3038 4081	lgw-logistics@messe-berlin.de
PC, notebook, PC equipment	30 3067 2013	peglow@messe-berlin.de
Photographic services	30 8826488	contact@nieswand-pletschke.com
Refuse disposal	30 3038 4106	fair-service@messe-berlin.de
Satellite and DVB-T sites	30 3038 1400	fair-service@messe-berlin.de
Security cover for the stand	30 3038 5867	fair-service@messe-berlin.de
Shows/Events registration	30 3038 4091	lgw-logistics@messe-berlin.de
Small retail / fair shop	30 3256025	info@event-plan.de
Sprinkler installations	30 700008 0	rahns@minimax.de
Staff placement order (Federal Employment Agency)	30 555572 1204	spandau.jobvermittlung@arbeitsagentur.de
Stand construction / equipment / artwork	30 3067 2013	peglow@messe-berlin.de
Suspensions from hall ceiling, lighting and rigging	30 55574 4820	messe-berlin@ueberkopf.de
Telephone/Fax, ISDN connections	30 3038 1400	fair-service@messe-berlin.de
Video/Audio/Projection	30 3067 2013	peglow@mb-capital-services.de
Water installations	30 3038 5771/5751	jens.wieneke@mtd.net
Working platforms (Agility Fairs & Events)	30 3069 280	expoberlin@agility.com
Working platforms (Schenker Deutschland AG)	30 3012995 420	fairs.berlin@dbschenker.com

OTHER SERVICES	SERVICE PROVIDER	TELEPHONE +49(0)...	EMAIL
Advertisement on the exhibition grounds	MB Capital Services	30 3038 2406	advertising@mb-capital-services.de
Consulting engineers (static)	Ingenieurbüro Axthelm & Kowski	30 326912 0	info@ingbuero-ak.de
Consulting engineers (static)	Ingenieurbüro Marzahn & Rentzsch	30 3269440	ingenieurbuero@marzahn-rentzsch.de
Customs on the Exhibition Grounds	Zoll, Hauptzollamt Berlin-Süd	30 33007940	poststellesgb.hza-berlin@zoll.bund.de
Event organization for exhibitors	smart and more	1805 324000	info@smartandmore.de
Transport/Times of arrival	Messe Berlin, ES – Agility/Schenker	30 3038 4091	igw-logistics@messe-berlin.de
Railway transport	DB Cargo, Niederlassung Berlin	30 297 23400	fairs.berlin@dbschenker.com
Room and travel arrangements	HRS Hotel Reservation Service	221 2077600	office@hrs.de
Technical installation for approval	Messe Berlin ES	30 3038 4022-28	messtechnik@messe-berlin.de

BUSINESS CENTER

The business center provides services such as photocopies, telefax, printing, telephone, email, internet access and much more. The locations are:

Entry hall 20/21:

T +49 30 3038 4130 from 17.01.2019

Opening hours: 9.30 a.m. – 6 p.m.

Exhibitor Service: Großer Stern

T +49 30 3038 4128 from 14.01.2019

Opening hours: 8.30 a.m. – 6 p.m.

FIRST AID

In case of emergency call the number: +49 30 3038 2222.

You will find first aid boxes in hall: 3.2, 4.2, 12/13, transition 17/18, 20/21 and "Kleiner Stern" (upstairs) + 26c.

MANAGEMENT OF STANDS

You can find information on management of stands and on the technical guidelines of the Messe Berlin GmbH at the International Green Week [website](#). The knowledge of these provisions is essential for participating at International Green Week.

LOST AND FOUND

Security Office, passageway between halls 16 & 17, T +49 30 30 38 17 85

CASH DISPENSERS (ATM)

The next deposit opportunity can be found here:

Postbank Finanzcenter

Soorstraße 61-62

14050 Berlin

T +49 30 3039 6151

Mon – Fri 9.00 a.m. – 6.00 p.m., Sat 9.00 a.m. – 1.00 p.m.

HALL SUPERVISION / INSURANCE

Supervisors will be available in the halls during the entire time of the exhibition. **Supervisors are not stand security patrols!** However, it is recommended to have an own stand security as well as an insurance. You can order this service in our [BECO-Shop](#).

ROOM OF SILENCE

The room of silence is located in hall 6.2 (opposite of Marshall-Haus)

T +49 30 30 38-5858, Mobile: + 49 163 60 95 100

CASE OF LOSS / POLICE DEPARTMENT

In case products have been stolen, we advise to report it to the police as soon as possible (T +49 30 4664 2227 01) or during the exhibition, you can contact the police in the Service Center located at the exhibition grounds in hall 7, 1st floor (T +49 30 4664 2007 60).

The police also take reports online at www.berlin.de/polizei/internetwache. It is important that you inform your insurance about any kind of damage/loss as soon as possible.

REMAINS OF FOOD AND HOW TO HANDLE THEM

The initiative of **Berliner Tafel e.V.** in cooperation with Messe Berlin GmbH enables to donate remains of food to people in need. The collection is permitted only after the end of the exhibition day.

Please contact Berliner Tafel directly if you wish to donate your remains of food:

T +49 176 57728924