



# Information and dates for exhibitors

OPENING HOURS		FAIR MANAGEMENT & PRESS CENTER
Visitors daily	10 a.m. – 6 p.m.	Hall 6.3
Extended opening hours on 24.01.2025	10 a.m. – 8 p.m.	E-Mail: gw@messe-berlin.de
Exhibitors daily	7 a.m. – 7 p.m.	
on 24.01.2025	7 a.m. – 9 p.m.	

SHORT OVERVIEW: DATES	
WHAT?	WHEN?
Application of co-exhibitors	until 13.11.2024
Application for events	until 30.11.2024
Registration of congress events, forums, seminars	until 22.11.2024
Planning and organization of advertising	September - November 2024
Customization of your online company card/presentation	from November 2024

SUBMITTING SETUP PLANS	SETUP & DISMANTLING	CONTACT
<p><b>Submitting Setup plans</b></p> <p>Provided that the <b>Technical Guidelines</b> have been observed in the design and Setup of the stand / event area, no drawings of individual single-story stand structures exceeding the Setup height of 2.50 m in the halls need to be submitted for inspection and approval. All other stand structures, including multi-storey stands and mobile stands, outdoor stand structures and special structures are subject to inspection and approval. Verifiable proof of stability must be supplied in all cases.</p>	until 04.12.2024	Messe Berlin, Event Services T: +49 30 3038 4021/ -4029 messtechnik@messe-berlin.de
<p><b>Start of Setup</b></p> <p><b>End of Setup</b></p> <ul style="list-style-type: none"> <li>• Stand Setup</li> <li>• Decorations</li> </ul>	13.01.2025  16.01.2025 - 12 noon 16.01.2025 - 4 p.m.	<p><b>!!!</b></p> <p><b>Setup documents and descriptions must be submitted in German or English language.</b></p>
<b>Acceptance of Setup work</b>	16.01.2025	
<b>Start of dismantling</b>	26.01.2025, 6 p.m.	
<b>End of dismantling</b>	28.01.2025	

### MANAGEMENT OF STANDS

The Guidelines for the **Management of Stands** and the Technical Guidelines of Messe Berlin GmbH can be found on our [website](#). Knowledge of these guidelines is essential for exhibiting at Grüne Woche.

#### Webshop

The **Webshop** is your platform to order any products or services which are necessary for your fair participation.

The **Webshop** offers services like

- Setup & exhibitor passes (**ONLY AVAILABLE ONLINE!**)
- Electrical and Water Installations
- Waste disposal and booth cleaning
- Parking spaces for containers and cars
- Exhaust duct / grease separator
- IT & telecommunication services

#### CONTACT

Webshop Team  
T: +49 30 3038 1400  
beco-support@messe-berlin.de



**Don't forget to book your additional services on time!**

**Late payment fines will be issued as from 1st January 2025**

### ACCESS TO THE EXHIBITION GROUNDS

Halls 8.2, 10.2, 11.2 - 18

- Access Gate (Tor) 9 (Messedamm 22)

7 a.m. – 10 p.m.

Halls 1.2 bis 6.2, 7.2 a,b,c, Halls 20 to 27 and CityCube

- Access Gate (Tor) 25 (Jafféstraße 2)

7 a.m. – 10 p.m.

#### CONTACT

Messe Berlin, Logistics  
T: +49 30 3038 4088  
traffic@messe-berlin.de

#### Please note:

No more hall entry through the main gates from: 16.01.2025, 12:00 noon.  
Delivery only possible via emergency exits.

During the official setup period, the halls are open from 7 a.m. to 10 p.m. on working days. Exceptions to this rule require a written declaration.  
Access for all vehicles to the exhibition grounds during the build-up and dismantling periods is only possible with registration and booking of a loading zone on our portal **VisiFair portal**. The entry during the fair is possible before and after the opening of the fair **against a deposit (200 Euro per car/per trailer)**.

Please also take note of the **traffic guide** and the associated special entry regulations. Further information can be found in our **exhibitor FAQs**.  
During the fair we also offer paid parking for cars and containers. available. You can book this service in the **Webshop**.

Schenker Deutschland  
T: +49 30 301 2995 420  
fairs.berlin@dbschenker.com

### YOUR CONTACT PERSON IN THE HALLS ON-SITE



Stand/as of: 2023-12-08

### Halleninspektoren Hall Inspectors

Telefon Telephone	Bereich Area	Telefon Telephone	Bereich Area
<b>A</b> +49 30 3038 4149	25, 26, Freigelände/Outdoor Display	<b>F</b> +49 30 3038 4037	City Cube Berlin
<b>B</b> +49 30 3038 4148	21, 22, 23, 24, Sommergarten, Marshall-Haus	<b>G</b> +49 30 3038 4142	1.1, 1.2, 2.1, 2.2, Eingang Süd/South Entrance
<b>C</b> +49 30 3038 4147	18, 19, 20, Palais,	<b>H</b> +49 30 3038 4141	3.1, 3.2, 4.1, 4.2
<b>D</b> +49 30 3038 4146	11-17, GST, KST	<b>K</b> +49 30 3038 4140	5.1, 5.2, 5.3, 6.1, 6.2, 6.3
<b>E</b> +49 30 3038 4144	7, 8, 9, 10, Japanischer Garten	<b>L</b> +49 30 3038 4143	hub27 Berlin



#### MARKETING & COMMUNICATION

##### GW Plus - more than just an online entry!

Be even closer to your visitors and business partners no matter how far away you are from each other with GW Plus. In addition to a great modern look and with our new simplified icon navigation our GW Plus portfolio offers you a comprehensive range of products and services with a variety of search functions and dynamic hall plans, to make your fair participation an experience for everyone.

##### Combine digital and on-site advertising activities with our upgrades for your media package

Improve your visibility on the GW Plus platform with various upgrades, limited upgrade packages and streaming offers, which are reflected in a smart combination on the trade show floor on-site.

##### Social media

Showing a presence in social media such as Facebook, Instagram & Co. is more important today than ever before. We offer you a variety of cooperation opportunities on our popular social media channels and on-site with selected promotions!

##### Coupons

The coupons are part of the hall plan flyer with a circulation of 20,000 copies and are offered at the cash desks and information booths at the trade fair. Increase the attention of your fair presentation by booking a coupon and use it to advertise special fair offers at your stand.

**Registration deadline: 29.11.2024**

**Find many more exciting advertising opportunities in our new [GW Plus brochure!](#)**

##### Ticket vouchers for your customers

Invite your customers with ticket vouchers to your stand at Grüne Woche. Only the redeemed vouchers (7.50 Euros gross per piece) and the handling fee will be charged. Orders are placed in the [Webshop](#).

##### Advertising material

Use our range of free flyers, posters and correspondence stickers to draw attention to your participation at Grüne Woche. Did you know that we offer a free online banner generator, which you can use with your hall and stand number? Design it [here!](#)

#### CONTACT

MB Capital Services

T: +49 30 3038 2180

[advertising@mb-capital-services.de](mailto:advertising@mb-capital-services.de)

Online-Advertising & Support

T: +49 30 3038 2500

[support@messe-berlin.de](mailto:support@messe-berlin.de)

Webshop Team

T: +49 30 3038 1400

[beco-support@messe-berlin.de](mailto:beco-support@messe-berlin.de)

GW Team

[gw@messe-berlin.de](mailto:gw@messe-berlin.de)

#### ATTENTION:

**The companies EXPO GUIDE S.C. or International Fairs Directory offer charged entries for a listing in its exhibitor directory. We want to emphasize that Messe Berlin GmbH has no relation to these two companies!**

### EMERGENCY CALL / FIRST AID / DRK (RED CROSS) / LOST CHILDREN

The general emergency call of Messe Berlin is T: +49 30 3038 4444.

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

You will find first aid facilities in the following halls: 2.1, 3.2, 4.2, 26c and 'Kleiner Stern'

Lost Children, Halle 4.2, head foyer, T: +49 30 3038 5837

### PUBLIC TRANSPORTATION / AIRPORT / CHARGING STATION FOR ELECTRIC VEHICLES / TAXI

#### BVG, Berliner Verkehrsbetriebe (public transportation)

- Rates and Schedules, T: +49 30 194 49 or [www.bvg.de](http://www.bvg.de)

#### DB/Deutsche Bahn AG (Trains)

- Rates and Schedules, Booking and Reservation Service Hotline T: +49 180 6 99 66 33 from the German fixed network and max. 0.60 cents per call from mobile networks or [www.bahn.de](http://www.bahn.de)

#### BER Berlin Brandenburg Airport

- Hotline: +49 30 609160910, [www.berlin-airport.de](http://www.berlin-airport.de)

#### Electric charging stations

- Access Jafféstraße: Parking lot P17 in front of hall 27
- Access Messeda.m.m: Parking lot P14 at CityCube Berlin, parking lot P15 at Gate 7, guest parking lot in front of the Messe Berlin administration building near Gate 9
- Access Masurenallee: Parking lot P3 in front of hall 17

#### Taxi Reservation

- 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

#### Mobility areas

- Entrance North, CityCube Berlin, Entrance Messe Süd, Hall 27

### HALL SUPERVISION / INSURANCE

General hall supervision is provided by Messe Berlin from the first day of the fair until the end of the fair.

**The supervision is not stand security!** All exhibitors are recommended to take out their own stand security and insurance. insurance is recommended. You can order this service in the [Webshop](#).

### DAMAGE CASES / POLICE DEPARTMENT

In the event that exhibition goods have been stolen, please report it immediately to the police station, Section 22, Charlottenburger Chaussee 75, T: +49 30 4664 222701 or, during the trade fair, to the police at the Service Center Hall 7, 1st floor, T: +49 30 4664 200760. The police also accept reports online at [www.berlin.de/polizei/internetwache](http://www.berlin.de/polizei/internetwache) to the police. Please also forward any reports of damage or loss to your insurance company immediately.

### REMAINS OF FOOD AND HOW TO HANDLE THEM

Thanks to the initiative of Berliner Tafel e. V. in cooperation with Messe Berlin GmbH, leftover food can be donated to people in need can be donated to those in need. Pick-up is only permitted after the trade fair has closed.

To pick up food, please contact Berliner Tafel directly. The telephone number will be published in good time published on our website under the item [EXHIBIT > Fair preparation](#).

### SUSTAINABILITY - NO PLASTIC!

We ask our exhibitors to take care when handing out products and food not to use any plastic tableware or plastic packaging and to pay attention to the sustainability of the material used. The offers in this are now extremely extensive, so that there will also be an adequate solution for your product. Please note the packaging law in force since 01.01.2023.



SERVICES	TELEPHONE	E-MAIL
Cleaning of the stand	+49 30 3038 1400	fair-service@messe-berlin.de
Compressed air installations	+49 30 3038 5771	jens.wieneke@mtd.net
Courier service Schenker Parcel-Service	+49 30 3012995420	fairs.berlin@dbschenker.com
Decoration (plants)	+49 30 3038 1415	systems@mb-capital-services.de
Decoration (fabric)	+49 30 3038 5786	frankvogt@langha.m.mer-vogt.de
Electrical installations	+49 30 3038 5807	ulrich.lerch@electronicagroup.de
Exhibitor passes (extra charge)		tickets@messe-berlin.de
Extractor hoods / vapor extractors	+49 30 3038 5771	jens.wieneke@mtd.net
Floor covering, carpet	+49 30 3038 1415	systems@mb-capital-services.de
Freezers, chill display counters	+49 30 3038 1415	systems@mb-capital-services.de
Forwarding agency: Schenker Deutschland AG	+49 30 3012995 420	fairs.berlin@dbschenker.com
Furniture for hire	+49 30 3038 1415	systems@mb-capital-services.de
Gas installations	+49 30 3038 5771	jens.wieneke@mtd.net
Hosts/Hostesses		hostessen@mb-capital-services.de
Internet access, wireless LAN	+49 30 3038 1400	fair-service@messe-berlin.de
Load distribution measures	+49 30 3038 4023-4028	messtechnik@messe-berlin.de
Parking space for containers/trucks	+49 30 3038 4088	traffic@messe-berlin.de
PC, notebook, PC equip.m.ent	+49 30 3038 1415	systems@mb-capital-services.de
Photographic services	+49 30 8826488 +49 171 5183045	contact@nieswand-pletschke.com
Refuse disposal	+49 30 3038 1333	ausstellerservice@alba.info
Satellite and DVB-T sites	+49 30 3038 1400	fair-service@messe-berlin.de
Security cover for the stand	+49 30 3038 5867 1400	fair-service@messe-berlin.de
Setup/Dismantling passes		tickets@messe-berlin.de
Shows/Events registration	+49 30 3038 4086	event-security@messe-berlin.de
Small retail / fair shop	+49 30 3256025	info@event-plan.de
Sprinkler installations	+49 30 700008 0	rahns@minimax.de
Staff placement order (Federal Employment Agency)	+49 30 555570 1804	berlin-nord.messe@arbeitsagentur.de
Stand Setup / equip.m.ent / artwork	+49 30 3038 1415	systems@mb-capital-services.de
Suspensions from hall ceiling, lighting and rigging	+49 30 55574 4820	messe-berlin@ueberkopf.de
Water installations	+49 30 3038 5771	jens.wieneke@mtd.net
Webshop , General Issues	+49 30 3038 1400	beco-support@messe-berlin.de
Working platforms (Schenker Deutschland AG)	+49 30 3012995 420	fairs.berlin@dbschenker.com



OTHER SERVICES	SERVICE PROVIDER	TELEPHONE	E-MAIL
Cash Machines	Hall 19, Middle Foyer Hall 1.2b/2.2b		
Interpretation and Translation Service	Interpretation and Translation Service Braunstein	+49 30 3 23 14 67 +49 172 38 42 388	service@dolmetscher-braunstein.de
Lockable charging station for mobile phones	CityCube, Entrance Messeda.m.m		
Lost and Found	Security Office, entrance hall 21	+49 30 3038 1787	
Post Office and deposit counter	Postbank Finance Center, Soorstraße 61-62, 14050 Berlin, Mon-Fri: 9 a.m. – 6 p.m., Sat: 9 a.m. – 1 p.m.	+49 30 3039 6151	
Room and travel arrangements / Incoming	HRS Hotel Reservation Service VisitBerlin	+49 221 2077 600 +49 30 250025	www.hrs.de/hotel/de/berlin/ www.visitberlin.de
Room of Silence	Exhibition Grounds: hall 6.2 (opposite "Marshall Haus")	+49 30 3038 5858 +49 1525 4910294	

REGISTRATION	SERVICE PROVIDER	TELEPHONE	E-MAIL
Approval in accordance with § 12 of the Law Governing Restaurants (Gaststättengesetz)	Ordnungsa.m.t Charlottenburg-Wilmersdorf in Berlin	+49 30 9029 29045 /-29051 / -29052 /-29060	veranstaltungen@charlottenburg-wilmersdorf.de
Customs on the Exhibition Grounds	Customs Office (Berlin), Mehringdamm 129c, 10965 Berlin Exhibition grounds: Service Building South, Entrance: Gate 25, Jafféstraße 2	+49 30 690 090 +49 33007940	poststellesgb.hza-berlin@zoll.bund.de
Registration of music performances (GEMA)	GEMA	+49 711 2252 794	kontakt@gema.de