

# Timeline for exhibitors

A quick overview of the most important dates and deadlines

DATE	TO-DO	FURTHER INFORMATION
End of January until August 9, 2024	Submit stand application	<a href="https://www.gruenewoche.de/en/exhibit/stand-application/">https://www.gruenewoche.de/en/exhibit/stand-application/</a>
9 August 2024	<b>Registration deadline</b> for exhibitors, thereafter registration for waiting list	<a href="https://www.gruenewoche.de/en/exhibit/stand-application/">https://www.gruenewoche.de/en/exhibit/stand-application/</a>
September to November	<b>Receipt of placement proposal, confirmation of placement</b>	via e-mail - Please log in to the exhibitor platform
	Register co-exhibitors online (13.11)	<a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a>
	Book advertising space and sponsoring	<a href="https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/">https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/</a>
As soon as possible	Arrange travel bookings	<a href="https://www.gruenewoche.de/en/visit/hotel-travel-service/arrival/">https://www.gruenewoche.de/en/visit/hotel-travel-service/arrival/</a>
	Apply for visa, if necessary	<a href="https://www.gruenewoche.de/en/visit/hotel-travel-service/visa/">https://www.gruenewoche.de/en/visit/hotel-travel-service/visa/</a>
	Select stand setup company, be aware of our stand setup rules	<a href="https://www.gruenewoche.de/en/exhibit/preparation/standbau-und-regelungen/">https://www.gruenewoche.de/en/exhibit/preparation/standbau-und-regelungen/</a>
From November 2024	<b>Receipt of the deposit invoice including stand number</b>	Electronic invoice dispatch by e-mail with a PDF file attached from <b>messe-berlin@quadiant-eservices.com</b> or from an <b>@messe-berlin.de</b> e-mail address.
	Order services from Webshop	<a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a>
	Order setup and dismantling passes, if required	In the Webshop via the exhibitor portal: <a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a> <b>Note:</b> Exhibitor passes are also valid during setup and dismantling
	Send invitations to customers and business partners	Therefore please use our communications kit: <a href="https://www.gruenewoche.de/en/exhibit/marketing-services/">https://www.gruenewoche.de/en/exhibit/marketing-services/</a>
	Order admission ticket vouchers for customers and business partners	<a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a>
	Book PR Services and Grüne Woche Plus Services	<a href="https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/">https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/</a>
2 November 2024	Commissioning of stand setup for participation in the Italien-Pavilion	Please contact our italien representative <a href="https://www.gruenewoche.de/en/additional-pages/contact/messe-berlin-worldwide/">https://www.gruenewoche.de/en/additional-pages/contact/messe-berlin-worldwide/</a>
13 November 2024	Registration deadline co-exhibitors	<a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a>
until 15 November 2024	Registration for the Startup-Days	Application forms: <a href="https://www.gruenewoche.de/en/events/startup-days/">https://www.gruenewoche.de/en/events/startup-days/</a>
30 November 2024	Registration deadline of events via Webshop	<a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a>

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1 December 2024	Book loading zones for set-up (VisiFair)	Booking at: <a href="https://visifair-bookings.messe-berlin.de/">https://visifair-bookings.messe-berlin.de/</a> Event code: vVF0b (bitte fett formatieren) Note: Please note the limited availability of slots when planning your event.
until 4 December 2024	Application for early setup Submit stand setup plans for official approval, <b>only mandatory for stand heights of 2,5 m or more</b>	For a stand size of 50 m <sup>2</sup> or more, an early start of setup can be requested – the costs for this are € 350.00 per setup day  messe-technik@messe-berlin.de
Mid-December 2024	Receiving codes for free exhibitor passes	The Codes are sent by e-mail from tickets@messe-berlin.de and can be redeemed in the Ticket Shop.
End December 2024	Set up the exhibitor profile for the online catalog	Link via e-mail to all exhibitors. The exhibitor entry can be maintained and updated via this link. support@messe-berlin.de
until 6 January 2025	Order stand equipment (electrical / water connections, etc.)	<p><b>Book your online orders here:</b> → <a href="https://asp.gruenewoche.de/en/home/">https://asp.gruenewoche.de/en/home/</a></p> <p><b>Please note:</b> <b>For orders placed in the Webshop within the last 4 weeks before the start of the trade fair, a surcharge of 20% will be added to the listed prices.</b></p>
	Organize transport of exhibition materials	
	Parking spaces or places for vehicles	
	Waste disposal and cleaning	
	Security, insurance, storage	
	Order catering	
	Book additional booth staff	
13 January 2025	Start of stand setup in the exhibition halls: daily from 7 a.m. – 10 p.m.	
16 January 2025	End of setup: 12 noon	
16 January 2025	End of decorative setup: 4 p.m.	
17 – 26 January 2025	Opening hours for visitors:	daily 10 a.m. – 6 p.m., Friday, 4 January 10 a.m. – 8 p.m.
	Opening hours for exhibitors:	daily 7 a.m. – 7 p.m., Friday, 4 January 7 a.m. – 10 p.m.
20– 24 January 2025	Opening hours young generation hub	Opening hours: Mon, Tue, Wed, Fri: 10 a.m. – 3 p.m. Thu: 10 a.m. – 6 p.m.
26 January 2025	Start of dismantling in all halls: from 6 p.m. – 10 p.m.	<p><b>!</b> Each exhibitor is required to keep his stand fully equipped and staffed with expert personnel for the entire duration of the event from 10 a.m. to 6 p.m. daily. Dismantling of the stand before 6 p.m. on Sunday, 26 January 2025 is not permitted.</p>
27 – 28 January 2025	Dismantling in all halls: daily 7 a.m. – 2 p.m.	
February / March 2025	Receipt of final invoice	Electronic invoice dispatch by an @messe-berlin.de e-mail address to the e-mail address you have provided by an @messe-berlin.de e-mail address to the e-mail address you have provided.