

## Invoicing and Fees for the Construction Approval Process

When submitting stand construction plans for stands classified as complex structures<sup>1</sup>, it must be ensured that all required plans, documents, and materials are submitted no later than **6 (six) weeks before the first planned day of construction**. For projects without early access (i.e., setup during the official ITB setup period from the 24<sup>th</sup> of February to the 2<sup>nd</sup> of March) the submission must be made no later than **15<sup>th</sup> of January 2026**. The submission deadline must be strictly adhered to.

The application forms "[Test for construction requiring official approval](#)" (EN/DE) and "[Load distribution measures, Timber Packing/Underpinning](#)" (EN/DE) must be downloaded, completed, signed, and submitted along with your documentation via email to the following address:

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

Please read the following information carefully:

All complex structures<sup>1</sup> must be approved by Messe Berlin and are subject to an approval fee as outlined below.

### Fees and Invoicing

1. **Applicability:** The fees apply to all complex structures<sup>1</sup>.
2. **Review of Submitted Documents and Construction Supervision:** Messe Berlin GmbH charges **€10.00/m<sup>2</sup>** for stand superstructures or upper floor areas, with a minimum fee of **€600.00** for the approval and review of submitted documents for accuracy and completeness, as well as for the on-site supervision of the load-bearing structure, including stairs and railings.
3. **Structural Analysis Review:** If the submitted structural calculation has not been previously reviewed by a certified structural engineer approved by Messe Berlin, Messe Berlin GmbH can be commissioned to perform the structural analysis. The cost for this is **€13.00/m<sup>2</sup>** of the stand superstructure or upper floor area, with a minimum fee of **€780.00**. Additional inspections will be charged based on the actual effort.

### Late Submission

All stand plans and accompanying documents must be submitted on time. A **surcharge of 100%** will be applied to plans submitted after the deadline.

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<sup>1</sup> Complex structures are all structures mentioned in sections 4.2, 4.4.1.2, and 5.9 of [Messe Berlin's Technical Guidelines](#).