

EXHIBITOR TIMELINE FOR ITB BERLIN 2026



Here you will find a quick overview of the **key deadlines and dates** for your successful exhibition.



- Prio 1
- Prio 2
- Prio 3
- HA

 Main Exhibitors
- MA

 Co-Exhibitors
- Sustainability

	WHEN	WHO	TO DO	FURTHER INFORMATION	
	As soon as possible	Everyone	Define exhibition goals	<u>Tips for exhibition planning</u>	
	As soon as possible	Everyone	Apply for a visa if necessary	Contact: itb@messe-berlin.de • Futher Information: Federal Foreign Office	
	As soon as possible	Everyone	Arrange travel bookings	<u>Travel Service</u>	
	As soon as possible	Everyone	Book rooms for press conferences / seminars / presentations	Contact: itb-roombooking@messe-berlin.de	
	As soon as possible	Everyone	Collect information on sustainable exhibition presence	Further Information: Corporate Social Responsibility@ITB Berlin	
	From September	Everyone	Request information on sponsorship and advertising opportunities	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	
	From September	Exhibitors	Select a booth construction company	Contact: info@mb-capital-services.de • Further Information: Capital Services GmbH	
	1 September 2025	Exhibitors	Submit stand registration	Contact: itb@messe-berlin.de • Further Information: ITB Berlin Exhibitors Portal	
	From December	Exhibitors	Exhibitor listing on ITB Navigator using the maintenance link for the ITB Exhibitor List	Further Information: Support Center	
	15 December 2025	Exhibitors	Register co-exhibitors	Contact: itb@messe-berlin.de • Further Information: ITB Berlin Exhibitors Portal	
	15 January 2026	Exhibitors	Submit stand construction details for official approval (two-story)	Contact: messtechnik@messe-berlin.de • Further Information: Download Center or under trade fair planning	
	Until mid-January	Everyone	Book digital advertising / banners / upgrades	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	

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Until mid-January	Everyone	Check the ITB Berlin Congress and event program	Further Information: itb.com	
From December	Everyone	Promote your exhibition presence: Share news, product innovation, or special stand concepts with the PR team	Contact: presse-itb@messe-berlin.de • Further Information: Exhibitor Spotlights	
31 January 2026	Exhibitors	Register all events at the booth and have them listed in the event program	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
From February	Everyone	Contact trade visitors and/or other exhibitors via ITB Navigator, register booth contacts for this purpose	Further Information: Support Center	
From February	Everyone	Send visitor invitations to clients		
3 February 2026	Exhibitors	Order stand construction and stand equipment	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
3 February 2026	Exhibitors	Organize the transport of exhibition materials	Further Information: Plan your participation	
3 February 2026	Exhibitors	BECO orders for event-related services and products (e.g., security, catering, staff, parking spaces, GEMA, waste disposal)	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
Until mid-February	Exhibitors	Receipt and payment of the admission invoice for the booth rental and Communication Package, along with the complimentary exhibitor badges	Attention: The sender of the deposit invoice is messe-berlin@quadiant-eservices.com You will receive the complimentary exhibitor codes from tickets@messe-berlin.de	
14 February 2026	Everyone	Book additional PR services (e.g., ads in ITB Berlin News)	Contact: presse-itb@messe-berlin.de • Further Information: PR for exhibitors	
15 February 2026	Co-Exhibitors	Add / update co-exhibitor entries using the maintenance links	Further Information: Support Center	
February 2026	Everyone	Order admission ticket vouchers / codes for clients	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	

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	February 2026	Everyone	Order additional exhibitor badges	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
	24 February 2026	Exhibitors	Start of booth construction-the guidelines for the construction work must be followed for the structural setup	Further Information: Stand construction	
	Until the trade show	Exhibitors	Book a Visifair-Slot for entry to the exhibition grounds	Further Information: Entry & Access	
	Until the trade show	Exhibitors	Order assembly/disassembly badges through the BECO web shop	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
	Until the trade show	Everyone	Book exhibitor news as a product for display in the exhibitor profile	Contact: support@messe-berlin.de • Further Information: Support Center	
	Until the trade show	Everyone	Prepare for your individual trade show participation	Exhibitions Grounds 2025 Convention	
	Until the trade show	Everyone	Arrival in Berlin	Travel Service	
	3 – 5 March 2026	Everyone	ITB Berlin	ITB Berlin Website	
	5. March 2026 19 - 22 p.m., from 6. March 2026 daily 7 - 22 p.m., until 9. March 2026 22 p.m.	Exhibitors	In the interest of our visitors, we would like to remind you that: Dismantling work cannot begin before 7 p.m. on March 5, 2026. Entry to the exhibition grounds is possible from 8 p.m. Trucks over 12 meters in length are only permitted entry from March 6, 2026 at 7 a.m.	Contact: messetechnik@messe-berlin.de • Important documents for stand construction.	
	Max. 1 week after the trade show	Everyone	Evaluation and follow-up (thank-you letters, etc.)		
	starting May 2026	Exhibitors	Receipt and payment of the final invoice for event-related services and products, as well as all Communication Packages for registered co-exhibitors	Attention: The sender is no-reply-finance@messe-berlin.de	