

## Invoicing and Fees for the Construction Approval Process

If you are submitting a stand construction plan that is deemed complex<sup>1</sup>, please ensure that all necessary plans, documents, and materials are submitted no later than **6 weeks before your first setup day**. The submission deadline is **15th of January 2025**.

The application forms "[Test for construction requiring official approval](#)" (EN/DE) and "[Load distribution measures, Timber Packing/Underpinning](#)" (EN/DE) must be downloaded, filled out, signed and submitted with your documentation.

- for exhibitions / trade fairs: [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de)
- for conferences / congresses (incl. associated exhibitions): [kongresstechnik@messe-berlin.de](mailto:kongresstechnik@messe-berlin.de)

Please read the following information carefully:

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

### Fees and Invoicing

1. **Applicability:** These fees apply to all complex structures<sup>1</sup>.
2. **Plan Review and Approval Fee:** Messe Berlin charges a flat fee of **€600** to review and approve the submitted plans/documents.
3. **On-Site Supervision Fee:** Once the plans are approved, on-site supervision of the construction will take place. This inspection will be billed at **€440**. Additional inspections due to incorrect execution may incur additional time-based charges.
4. **Verification of Structural Calculations:** If structural calculations have not been pre-verified, Messe Berlin will hire a structural engineer to verify them at the exhibitor's expense. This verification, including a review of construction plans, will cost **€10 per square meter** of the structure.
5. **Additional Fees for Large Structures:** For structures larger than **50 m<sup>2</sup>**, an extra fee of **€10 per square meter** will be charged for on-site supervision. In the case of a multi-storey structure, the total area counts, meaning the size of the stand area plus the upper floor area, including stairs.

### Late Submission

It is essential that all stand plans and supporting documentation are submitted by the deadline. Any plan submitted after the deadline will incur a **surcharge of 100%**.

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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](#).