

## ITB Berlin 2025 – Exhibitor Information

### Technical instructions

- All documents for the stand construction permit must be submitted in full by 15 January 2025 at [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de).
- If the complete documents for stand construction are received **after 15 January 2025**, the upper-storey fee is 200.00 Euro per sqm (instead of 60.00 Euro) plus the AUMA fee of 0.60 Euro per sqm (please refer to Par. 4.4 of the [Special Conditions of Participation ITB Berlin](#)). **Furthermore, we cannot guarantee the building permit for the upper-storey.**
- **Construction heights:** The maximum permitted height of any structure, including the upper edge of suspension and fascias, for stand areas up to 50 sqm is +5.00m, and +6.00m for stand areas 50 sqm to 200 sqm in all halls (see below for exceptions). Approval may be given for higher structures in individual cases, for exhibitors renting an entire hall or in the case of rental areas bigger than 200 sqm.
- **Exceptions:** Please request the maximum permitted height of multi storey structures on an individual basis at [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de). For exhibitors in halls 8.1, 10.1, there is a binding height restriction of 3.60m (resp. 2.50m beneath the wall juts into the room) for all structures. In halls 1.1 to 6.1 the construction height is restricted to 5.50m, in some cases even to 5.00m or 3.50m.
- Provided that the [Technical Guidelines](#) have been observed in the design and construction of the stand or event area, drawings of single-storey stand structures in the halls need not be submitted for inspection and approval.
- Should a stand or event area occupy an entire hall or a large section of a hall, through which public routes/aisles pass, access to emergency exits must be ensured. The relevant stand or event area plans must be submitted to Messe Berlin for inspection and approval, even if the stand or event area is only a single-storey structure.
- In addition, all other stand structures, including multi-storey structures, mobile stands, outdoor stand structures and special structures are subject to inspection and approval. Verifiable proof of stability (structural analysis) must be supplied in all cases. The required forms to proceed with the approval must also be included in the application.
- In case of any technical question please contact our colleagues from the Technical Event Department of Messe Berlin GmbH: [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de).

### Organizational notes

- You will receive important information and updates via our exhibitor newsletter. **Please forward it also to your co-exhibitors.**
- All services such as installation and telecommunication needs, stand construction, parking tickets and additional exhibitor passes can be ordered by end of October.
- Deadline for registering your **co-exhibitors** is **15 December 2024**. For delayed submitted data we do not guarantee the full implementation of the [Communication Package](#). The registration for your co-exhibitors is possible in your in your [exhibitor portal](#). There you also find [detailed instructions for your co-exhibitor registration](#). Please enter the email address and name of a responsible person of the co-exhibiting company instead of your company the data.
- **Events at the stand** must be registered **until 31 January 2025**. Events at the stand are allowed from 10 am – 6 pm. Evening events at the stand can be approved on 4 and 5 March from 6 pm to 10 pm with simultaneous booking of the flat-rate service fee. **Music and folklore performances are only permitted as part of an evening event** at ITB Berlin and only if neither stand neighbors are being harassed nor public access are blocked.
- With our tailor-made sponsoring concepts you can systematically **improve how your company is perceived at ITB Berlin**. Get inspired by [our sponsorship brochure](#).
- Detailed information about the promotion package and official partners can be found here: [ITB Berlin Communication Package](#). **Please do not contract other unofficial (often very expensive) vendors.**
- **Direct sale such as food, drinks, typical souvenir is not permitted.**