

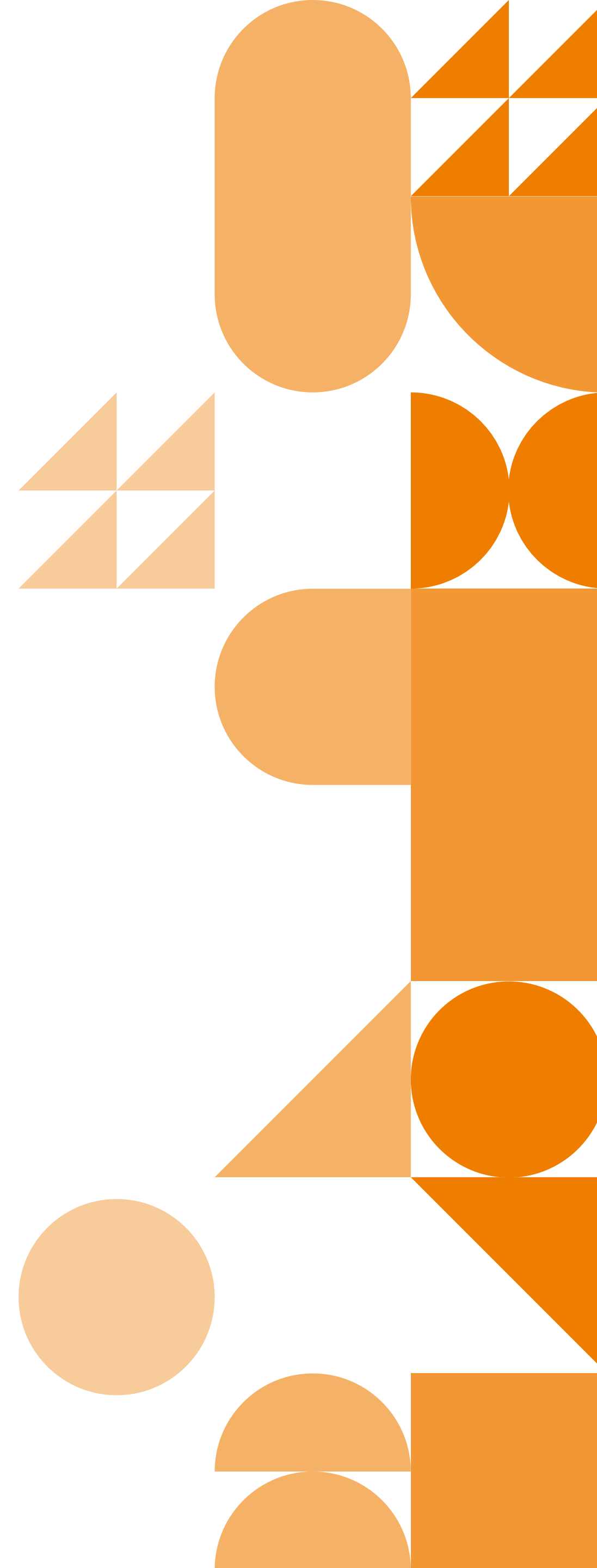


ITB
BERLIN

The World's
Leading
Travel Trade
Show®

ITB BERLIN 2025

EXHIBITOR INFORMATION



STEP BY STEP TO ITB BERLIN 2025

The **stand planning** for ITB Berlin can be quite extensive. In this document, we provide an overview of the sequential steps, where you can find **additional information**, and **whom to contact at each stage** for any questions you may have.



EXHIBITOR PORTAL

The Exhibitor Portal is your central hub for participating at ITB Berlin. Here, you can register your exhibition stand, add co-exhibitors, view and confirm orders, and review placement offers.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ITB BERLIN TEAM			Confirmation of stand registration sent via e-mail	Sending the information e-mail regarding hall layout planning start		E-mail notification of the official placement proposal in the Exhibitor Portal
MAIN EXHIBITORS	Log In to the Exhibitor Portal OR, if you're a new customer, create a user account in the Exhibitor Portal at itb.com > LOGIN	Register your stand in the ITB Berlin Exhibitor and create your stand registration at: asp.itb.com/en/instructions/			Register Co-Exhibitors via the Exhibitor Portal at: itb.com/de/buchungsdetails Add Co-Exhibitors now	Accept or decline the placement proposal in the Exhibitor Portal. By accepting the placement proposal through the Exhibitor Portal, the binding participation agreement is established. If declined, the responsible Key Account Manager will contact you and send a new placement offer soon.
FAQ	asp.itb.com/en/instructions/	asp.itb.com/en/instructions/			Co - Exhibitor Registration asp.itb.com/en/registration/	itb.com/de/buchungsdetails
CONTACT	itb@messe-berlin.de	itb@messe-berlin.de	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Responsible Key Account Manager of the ITB Berlin Team

CONGRATULATIONS! YOU HAVE BEEN ACCEPTED AS AN EXHIBITOR FOR ITB BERLIN 2025.



ITB
BERLIN

The World's
Leading
Travel Trade
Show®

	NEXT STEPS These can be carried out simultaneously.							WE LOOK FORWARD TO YOUR PARTICIPATION FROM 4. – 6. MARCH 2025, AT ITB BERLIN 2025!		
ITB BERLIN TEAM	Sending of the order confirmation via e-mail	Sending of the deposit invoice from: messe-berlin@quadiant-eservices.com			Profile maintenance links will be sent to the main contact for the company profile in the ITB Navigator via: noreply@itb.com	Free exhibitor badge codes (available from late November) will be sent to the main contact by Email: tickets@messe-berlin.de Unless stated otherwise in the registration portal, main exhibitors will receive codes for complimentary exhibitor badges based on the following guidelines: For up to 20 m ² of stand space: 3 badges, and for each additional 10 m ² of stand space, 1 additional badge.				Starting May 2025, the final invoices will be sent from: messe-berlin@quadiant-eservices.com
MAIN EXHIBITORS		Payment of the deposit invoice immediately, without deductions.	Orders for all services in the BECO web shop: itb.com/webshop Tickets & parking, permits, installations, logistics, stand services, stand construction & equipment and other services.	Book Sponsorship and Marketing opportunities	Update the company profile in the exhibitor list editor .	If applicable, distribution of the codes to co-exhibitors or redemption (available from December 2024) in the ITB Ticket Shop at: itb.com/tickets	Maintain your personal profile by logging in to ITB Match & Meet review matching suggestions for contacts, search for contacts yourself, and schedule appointments.	Room Booking for Press Conferences and Workshops		Payment of the final invoice immediately, without deductions.
FAQ			BECO web shop	ITB Berlin Advertising and Sponsoring Options	Support Center		Support Center	ITB Berlin Roombooking		
CONTACT	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	For inquiries, please contact the Key Account Manager of the ITB Berlin Team or: itb-invoice@messe-berlin.de	Tel. +49 30 3038 1468 beco-support@messe-berlin.de	itb-sponsoring@messe-berlin.de	Direct any questions or callback requests to the Support Center	tickets@messe-berlin.de	Direct any questions or callback requests to the Support Center	itb-roombooking@messe-berlin.de		Key Account Managers of the ITB Berlin Team or: itb-invoice@messe-berlin.de

