

STEP BY STEP

ITB BERLIN 2024

The stand planning for ITB Berlin can be quite comprehensive. This document provides you with an overview of the sequential steps, where to find additional information, and contacts for your questions during each phase.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ITB BERLIN TEAM TASKS			ITB Berlin team sends the confirmation of stand registration via email.	ITB Berlin team sends information email regarding the start of stand allocation in the hall.		ITB Berlin team sends the official placement proposal via email.
PRIMARY EXHIBITOR TASKS	Create a user account in the ITB Berlin Exhibitor Portal at: asp.itb.com > Register	Create stand registration in the ITB Berlin Exhibitor Portal at: asp.itb.com/en/registration			Register co-exhibitors through the Exhibitor Portal at: asp.itb.com/en/booking-details > Add co-exhibitors	Accept or reject the placement proposal in the Exhibitor Portal. The binding participation contract is concluded by accepting the placement proposal through the Exhibitor Portal. In case of rejection, the responsible Key Account Manager will get in touch and send a new placement offer.
FAQ	asp.itb.com/en/instructions	asp.itb.com/en/instructions			asp.itb.com/en/instructions > Co-exhibitor registration	asp.itb.com/en/booking-details
CONTACT FOR QUESTIONS	itb@messe-berlin.de	itb@messe-berlin.de	Responsible representatives in your country or Key Account Managers on the ITB Berlin team	Responsible representatives in your country or Key Account Managers on the ITB Berlin team	Responsible representatives in your country or Key Account Managers on the ITB Berlin team	Responsible Key Account Managers on the ITB Berlin team

		NEXT STEPS					
		These can be carried out simultaneously					
ITB BERLIN TEAM TASKS	ITB Berlin team sends the confirmation of order via email	ITB Berlin team sends the down payment invoice from the email: messe-berlin@quadiant-eservices.com			ITB Berlin team sends the maintenance links to the main contact person for the company profile on ITBxplore through: noreply@itb.com	ITB Berlin team sends the codes for complimentary exhibitor badges to the main contact person via email: tickets@messe-berlin.de Unless otherwise specified in the registration portal, main exhibitors will receive complimentary exhibitor badge codes as follows: Up to 20 m² stand space: 3 badges For every additional 10 m² stand space: 1 additional badge.	From May 2024 ITB Berlin team dispatches final invoices via e-mail: messe-berlin@quadiant-eservices.com
		Payment of the down payment invoice immediately, without deductions	Place orders for all service offerings in the BECO Webshop: Tickets & parking Permits Installations Logistics Stand services Stand construction & equipment Other services	Book sponsorship and marketing opportunities	Managing the company profile and your personal profile on ITBxplore	If applicable, distribution of the codes to co-exhibitors or redemption in the ITB Ticket Shop at itb.com/tickets	Payment of the final invoice immediately, without deductions
			BECO Webshop FAQ	ITB Berlin Advertising & Sponsoring Options	Support Center		
		Responsible representatives in your country or Key Account Managers on the ITB Berlin team	Contact your Key Account Managers on 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	support@messe-berlin.de	tickets@messe-berlin.de