



## Important information and dates for exhibitors

<b>Dates of the event</b>		
<b>Duration of the trade fair</b>	September 18 – 21, 2012	
<b>General public days/outdoor display</b>	September 22 + 23, 2012	
<b>Used halls</b>	1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 5.1, 5.2, 6.1, 6.2, 7.1 abc, 7.2 abc, 8.1, 8.2, 9, 10.1, 10.2, 11.1, 11.2, 12, 13, 14.1, 14.2, 15.1, 15.2, 16, 17, 18, 20, 21, 22, 23, 25, 26	
<b>Tracks and outdoor display</b>		
<b>Opening hours</b>		
Trade visitors, daily	09.00 a.m. – 06.00 p.m.	
Exhibitors, daily	08.00 a.m. – 07.00 p.m.	
Public days, Sept. 22 + 23, 2012	10.00 a.m. – 06.00 p.m.	
<b>Website</b>		
<a href="http://www.innotrans.com">www.innotrans.com</a>		
Here you can call up:		
<ul style="list-style-type: none"> <li>- List of exhibitors and hall allocation</li> <li>- Exhibitor service manual with order forms</li> <li>- Travel arrangements, Flight- and Rail Packages</li> <li>- Event dates, etc.</li> </ul>		
<b>E-mail</b>		
<a href="mailto:innotrans@messe-berlin.com">innotrans@messe-berlin.com</a>		
<b>Ticket sales</b>		
<b>Online: <a href="http://www.innotrans.com">www.innotrans.com</a></b>	<b>Day pass:</b> EUR 38.00	
<b>On-site sale : Entrance East + Hall 9</b>	(incl. VAT and catalogue)	
MB Capital Services	<b>Permanent pass:</b> EUR 50.00	
T: +49(0)30/3069-6969, F: +49(0)30/3069-6930	(incl. VAT and catalogue)	
<b>Hall Inspectors</b>		
<b>Halls 1.1, 1.2, 2.1, 2.2 (8)</b> Mr. Schelz T: +49(0)30/3038-1342, F: +49(0)30/3038-2517	<b>Halls 3.1, 3.2, 4.1, 4.2 (9)</b> Mr. Bönn T: +49(0)30/ 3038-1341 F: +49(0)30/ 3038-2501	<b>Halls 5.1, 5.2, 6.1, 6.2 (10)</b> Mr. Oßmann T: +49(0)30/3038-1340, F: +49(0)30/3038-2500
<b>Halls 7.1 abc 7.2 abc (7)</b> Mr. Rauschenberger T: +49(0)30/3038-1344, F: +49(0)30/ 3038-2503	<b>Halls 8.1, 8.2, 9, 10.1, 10.2 (5)</b> Mr. Kurth T: +49(0)30/ 3038-1345 F: +49(0)30/ 3038-2502	<b>Halls 11.1, 12, 13, 14, 15.1, 16, 17 (4)</b> Mr. Kollersberger T: +49(0)30/ 3038-1346, F: +49(0)30/3038-2504
<b>Halls 11.2, 18, 20 (3)</b> Mr. Schulte T: +49(0)30/3038-1347, F: +49(0)30/ 3038-2506	<b>Halls 21, 22, 23 (2)</b> Mr. Schulz T: +49(0)30/ 3038-1348, F: +49(0)30/3038-2507	<b>Halls 25, 26 (1)</b> Mr. Goldau T: +49(0)30/ 3038-1349, F: +49(0)30/3038-2505



Exhibition grounds

## Access roads to the exhibition grounds

### Halls: 1.1 - 6.1

Gateway: **Tor 7 (Messedamm)**

### Halls: 8 - 18

Gateway: **Tor 9 (Messedamm)**

### Halls: 1.2 - 7.2 abc, 20 - 26

Gateway: **Tor 25 (Jafféstraße)**

### Setup and dismantling period:

7.00 a.m. to 10.00 p.m.

### During the exhibition:

8.00 a.m. to 7.00 p.m.

### Messe Berlin, ST

T: +49(0)30/3038-2836

F: +49(0)30/3038-2860

seipold@messe-berlin.de

During the official construction period the halls will be open from 7.00 a.m. to 10.00 p.m. Any exception to this rule requires a written explanation. **(Important: Time overruns are liable for costs)**

### Please note:

A set of "Traffic Guidance Instructions" and IT-based management system will be issued to ensure the smooth movement of traffic during setup and dismantling period at the event, regulating access times and the time spent by vehicles on the exhibition grounds.

**Prior to the event and after its closure a deposit of EUR 100.00 must be placed at the entrance gate.** Access by private cars and light lorry will be temporarily restricted.

**The traffic guidance instructions and the explanation for the traffic management system will be sent by the fair management by E-mail well in advance to the fair.**

Setup and dismantling	Dates/ Deadline:	Contact/ Telephone, Fax: +49 ... / E-mail
Submission of initial planning or working drawings (Please clearly indicate modular stands!)	07.08.2012	<b>Messe Berlin, ST</b> T: (0)30/3038-2824/ - 2829
Please observe the appropriate preliminary period in the case of structural details and official test	31.07.2012	F: (0)30/3038-2898 messtechnik@messe-berlin.de
<b>(Construction descriptions and required documentation must be in German)</b>		

Stand Construction and Standard Partitions	Dates/ Deadline:	Contact/ Telephone, Fax: +49 ... / E-mail
<b>Order for standard partitions for stand construction (Basic Structure)</b> Liable for costs	05.09.2012	<b>Messe Berlin, Exhibition Service</b> T: (0)30/3038-1320 F: (0)30/3038-1460 aussteller-service@messe-berlin.de
<b>Order for hire system stands</b>	22.08.2012	<b>MB Capital Services</b> T: (0)30/3067 2015 F: (0)30/3067 2018 and 2058 info@mb-capital-services.de

## Setup/Delivery

**Please note: From the 13<sup>th</sup> of September 2012 delivery for the halls (1.2b, 2.2b, 3.2a, 4.2a) with direct access to the tracks can only be done through hall accesses/emergency exits from the back side of the halls.**

<b>Start of setup period:</b>	<b>12.09.2012</b>	<b>7:00 a.m.</b>	<b>Messe Berlin, ST</b> T: (0)30/3038-2824/ - 2829
<b>End of setup period:</b>			F: (0)30/3038-2898 messtechnik@messe-berlin.de
Constructive:	<b>17.09.2012</b>	<b>3.00 p.m.</b>	
Decorations:	<b>17.09.2012</b>	<b>6.00 p.m.</b>	

**Acceptance of construction work** **17.09.2012**

## Dismantling/Collection

**Please note: Within the first 3 days after the event departure/collection from the halls 1.2b, 2.2b, 3.2a, 4.2a cannot be done through hall accesses/emergency exits facing the tracks.**

<b>Start of dismantling period:</b>	<b>21.09.2012</b>	<b>08.00 p.m.</b>	
<b>End of dismantling period:</b>	<b>25.09.2012</b>	<b>06.00 p.m.</b>	<b>Messe Berlin, ST</b> T: (0)30/3038-2824/ - 2829
Start of dismantling period:			F: (0)30/3038-2898 messtechnik@messe-berlin.de
Tracks and outdoor display	<b>24.09.2012</b>	<b>08.00 a.m.</b>	
End of dismantling period:			
Tracks and outdoor display	<b>25.09.2012</b>	<b>06.00 p.m.</b>	

Orders Passes, Vouchers	Dates/ Deadline:	Contact/ Telephone, Fax: +49 ..., E-mail
<b>Vouchers for clients</b> (will be charged for each redeemed voucher) EUR 8.30 each (incl. VAT)	05.09.2012	<b>MB Capital Services</b> T: (0)30/3069-6969 F: (0)30/3069-6930 kartenservice@mb-capital-services.de
<b>Exhibitor passes (additional)</b> EUR 50.00 each (incl. VAT)		<b>MB Capital Services</b> T: (0)30/3069-6969 F: (0)30/3069-6930 kartenservice@mb-capital-services.de
<b>Setup/dismantling passes (additional)</b> free of charge		<b>Fair Management</b> T: (0)30/3038-2376 F: (0)30/3038-2190 innotrans@messe-berlin.de

Orders Parking space, sitings for containers		
<b>Parking space for cars for the duration of the event:</b> EUR 70.00 (incl. VAT)	22.08.2012	<b>MB Capital Services</b> T: (0)30/3069-6969 F: (0)30/3069-6930 kartenservice@mb-capital-services.de
<b>Container/Commercial Vehicles/Trailers:</b> 20 " Container (2.5 x 6 m) or commercial vehicles/trailers between 2.5 t and 7.5 t max. permitted weight: EUR 310.00 (plus VAT)	22.08.2012	<b>Messe Berlin, ST</b> T: (0)30/3038-2835 F: (0)30/3038-1460 o.friedrich@messe-berlin.de
<b>Container/Commercial Vehicles/Trailers:</b> 40 " Container (2.5 x 12 m) or commercial vehi- cles/trailers of more than 7.5 t max. permitted weight: EUR 610.00 (plus VAT)	22.08.2012	<b>Messe Berlin, ST</b> T: (0)30/3038-2835 F: (0)30/3038-1460 o.friedrich@messe-berlin.de

Catalogue entry/Media-Package		
Catalogue documents will be sent separately by DVV Media Group GmbH	08.06.2012	<b>DVV Media Group GmbH</b> T: (0)40/23714-101 F: (0)40/23714-104

**Advertising material for exhibitors**

You can find all offers for advertisement and marketing for your clients in the Exhibitor Service Manual under the category **Communication Service**

Orders of services (extract from the following list)		
Waste disposal (Declaration)	22.08.2012	<b>Messe Berlin, Exhibitor Service</b> T: (0)30/3038-1330 F: (0)30/3038-1460 aussteller-service@messe-berlin.de
Waste disposal (setup/dismantling period and during fair)	05.09.2012	<b>Messe Berlin, Exhibitor Service</b> T: (0)30/3038 -1330 F: (0)30/3038 -1460 aussteller-service@messe-berlin.de

Technical Installations		
Electrical and water installations	22.08.2012	see order form of service manual
Suspended decoration, Fabric coverings	22.08.2012	see order form of service manual
<b>Telecommunication/Network</b> Telephone, ISDN connections Internet, WiFi, Cable TV, Sitings for satellites, Operation of Radio Broadcasting Installation	22.08.2012	<b>Messe Berlin/ Exhibitor Service</b> T: (0)30/3038 -1400 F: (0)30/3038 -1460 ausseller-service@messe-berlin.de

Room and travel arrangements for exhibitors		
		<b>smart and more GmbH</b> T: (0)40/ 88171-240 F: (0)40/ 88171-211 smartfairs@smartandmore.de

## Services and Order Forms

You will find the order forms at [www.innotrans.com/exhibitor-service-manual](http://www.innotrans.com/exhibitor-service-manual).

Service	Contact	For queries Phone: +49(0) ...	Fax: +49(0) ...	Deadline
<b>Advertising Materials</b>	Messe Berlin Werbelager	30/3038-5784	30/3038-5785	05 September 2012
Advertising space on the exhibition grounds	Capital Services	30/3038-2406	30/3038-2239	
Air-condition, water supply	Messe Berlin/Aussteller-Service	30/3038-5751/-71	30/3038-1460	22 August 2012 Special regulations see order form
<b>Business Center</b>	Business Center	30/3038-2861	30/3038-2862	
<b>Cable TV</b>	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
Career Point Mark	Fair Management	30/3038-2389	30/3038-2190	21 May 2012
Career Point Pavilion	Fair Management	30/3038-2289	30/3038-2190	26 March 2012
Carry out welding	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	22 August 2012
Catalogue entry (main and co-exhibitor)	DVV Media Group	40/23714-101	40/23714-104	05 June 2012
Catering	Capital Catering	30/3038-2993/-1952	30/3038-1951	05 September 2012
Compressed Air	Messe Berlin/Aussteller-Service	30/3038-5751/-71	30/3038-1460	22 August 2012 Special regulations see order form
Compressed Gas Cylinders	Messe Berlin / ST	30/3038-2824	30/3038-2898	05 September 2012
Correspondence Sticker Imprints	Eppler & Buntdruck	30/34499-8040	30/3499-80499	05 September 2012
Courier Services (national/international)	Go General Overnight	30/850085	30/85008116	
Customs on the Exhibition Grounds	HZA Berlin, AbfSt Messe	30/3082-0436	30/3082-0437	
<b>Desktop Copiers</b>	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Direct Marketing Services	Scholz direct GmbH	30/6798-2100	30/6798-2300	05 September 2012
<b>Electrical Installation</b>	Messe Berlin/Aussteller-Service	30/3038-5807/-5874	30/3038-1460	22 August 2012 Special regulations see order form
Electricity Supply for Trains	Messe Berlin/Aussteller-Service	30/3038-5807/-5874	30/3038-1460	22 August 2012 Special regulations see order form
Event Organisation	smart and more	40/88171-240	40/88171-211	
Exhibitor Shop	Messe-Shop	30/3256025	30/37595417	
Extractor Hoods	Messe Berlin/Aussteller-Service	30/3038-5751/5771	30/3038-1460	22 August 2012
<b>Facia Lettering and Artwork</b>	Capital Services	30/3067-2015	30/3067-2018	
Floor Covering	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Flower Decoration	Capital Services	30/811-1051	30/3067-2018	05 September 2012
Forwarding Services	Agility Fairs & Events	30/3069-28-0	30/306928-49	
Forwarding Services	Schenker Deutschland	30/301 2995 420	30/3012995-429	
Freezers	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Furniture for Hire	Capital Services	30/3067-2015/5780	30/3067-2018	05 September 2012
<b>Gas Installations (Natural Gas)</b>	Messe Berlin/Aussteller-Service	30/3038-5771	30/3038-1460	22 August 2012
<b>Hire System Stands</b>	Capital Services	30/3067-2015	30/3067-2018	22 August 2012
Hostesses and Hosts	CSG Team	30/3038-1435	30/3038-1440	05 September 2012
Hotel order	smart and more	40/88171-240	40/88171-211	
Individual Stand Construction/ two-storey stand	Capital Services	30/3067-2015	30/3067-2018	08 August 2012
Inflammable Liquids	Messe Berlin / ST	30/3038-2824	30/3038-2898	05 September 2012
Information on Stand Design	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	
InnoTrans Report - Advertisement	DVV Media Group	40/23714-101	40/23714-104	20 April 2012 20 Juli 2012 14 September 2012
Insurance for Exhibits	Funk & Söhne	30/250092-0	30/250092-755	05 September 2012
Internet and WLAN Access	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
ISDN Connection	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
<b>Laser Devices</b>	Messe Berlin / ST	30/3038-2824	30/3038-2898	22 August 2012
Load distribution	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	22 August 2012

You will find the order forms at [www.innotrans.com/exhibitor-service-manual](http://www.innotrans.com/exhibitor-service-manual).

Service	Contact	For queries Phone: +49(0) ...	Fax: +49(0) ...	Deadline
Market Research	Hopp und Partner	30/9210-5711	30/9210-5749	05 September 2012
Media Package Upgrade for co-exhibitors	Virtual Market Place	30/3038-2180	30/3038-2172	05 June 2012
Novelty report - editorial	AM-Com Redaktion	30/47756368	30/47756369	see order form
Parking Space for Exhibitors	Capital Services	30/3069-6969	30/3069-6930	22 August 2012
Passes (Construction/Dismantling)	Fair Management	30/3038-2376	30/3038-2190	05 September 2012
Passes (Exhibitors)	Capital Services	30/3069-6969	30/3069-6930	05 September 2012
PC, Notebook, EDP Equipment	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Photographic Service	Capital Services	30/8826488	30/8826489	05 September 2012
Playing/Performing Music - GEMA	GEMA Berlin	30/21292-570	30/21292-588	05 September 2012
Press Conference, Press Box	Messe Berlin / Presse	30/3038-2436	30/3038-2278	05 September 2012
Press information - international	Business Wire	69/915060-0	69/91506650	
Press information-national/international	News aktuell	40/411332853	40/411332855	
Pyrotechnics	Messe Berlin / ST	30/3038-3835	30/3038-2898	22 August 2012
Radio Broadcast installation	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
Satellite sites	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
Security Cover	Messe Berlin/Aussteller-Service	30/3038-1332	30/3038-1460	05 September 2012
Setting up Kitchens (Guidelines)	Veterinär- u. Lebensmittelaufsicht	30/902929106/-107		
Shows and Events (Registration)	Fair Management	30/3038-2376	30/3038-2190	05 September 2012
Sitings of Containers/Vehicles	Messe Berlin/Aussteller-Service	30/3038-2835	30/3038-1460	22 August 2012
Social Programme	Smart and more	40/88171-240	40/88171-211	
Sprinkler Installations	Messe Berlin/Aussteller-Service	30/7000-080	30/3038-1460	22 August 2012 Special regulations see order form
Staff Placement	Bundesagentur für Arbeit	30/555572-1203/04	30/555572-1999	
Stand Cleaning	Messe Berlin/Aussteller-Service	30/3038-1334/5709	30/3038-1460	08 September 2012
Stand construction approval	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	08 August 2012 Special regulations see order form
Stand Construction/Outdoor Area	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	
Stand Equipment	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Standard Partitions	Messe Berlin/Aussteller-Service	30/3038-1320	30/3038-1460	05 September 2012
Suspended Decoration	Capital Services	30/3038-5786	30/3067-2018	22 August 2012
Technical Guidelines and Technical Equipment	Messe Berlin / ST	30/3038-2824 to 29	30/3038-2898	
Telephone, Telefax, ISDN	Messe Berlin/Aussteller-Service	30/3038-1400	30/3038-1460	22 August 2012
Video Audio Projection	Capital Services	30/3067-2015	30/3067-2018	05 September 2012
Virtual Market Place – Job portal	Virtual Market Place	30/3038-2180	30/3038-2172	
Vouchers for Clients	Capital Services	30/3069-6969	30/3069-6930	05 September 2012
Waste Disposal (Registration)	Messe Berlin/Aussteller-Service	30/3038-1330	30/3038-1460	22 August 2012
Water Installations	Messe Berlin/Aussteller-Service	30/3038-5751/-71	30/3038-1460	22 August 2012
Working Platform	Agility Fairs & Events	30/3069-28-0	30/306928-49	
Working Platform	Schenker Deutschland	30/301 2995 420	30/301 2995-429	

As of: January 2012

Subject to alteration

Messe Berlin GmbH

Messedamm 22 D-14055 Berlin

Telefon +49(0)30/30 38 – 2376 Telefax +49(0)30/30 38 – 2190

Homepage: [www.innotrans.com](http://www.innotrans.com)

E-mail: [innotrans@messe-berlin.com](mailto:innotrans@messe-berlin.com)