



InnoTrans 2024

24 – 27 SEPTEMBER · BERLIN

International Trade Fair for Transport Technology

***YOUR NEXT
STEPS***

General information about the event

Opening hours: 24–27 September 2024



Trade visitors 24–26 September 2024: 09:00 am – 06:00 pm
27 September 2024: 09:00 am – 04:00 pm
Exhibitors 24–26 September 2024: 08:00 am – 07:00 pm
27 September 2024: 08:00 am – 05:00 pm



SET-UP

DISMANTLING

Start of set-up period:

17 September 2024 / 00:00 am

End of set-up period:

23 September 2024 / 03:00 pm
(constructive)
23 September 2024 / 06:00 pm
(decorations)

Start of dismantling period:

27 September 2024 / 04:00 pm

**Contractual penalty for any
dismantling before 04:00 pm**

End of dismantling period:

02 October 2024 / 06:00 pm



PLEASE NOTE:

Deliveries between 20 and 30 September 2024 to halls with a direct access to the rail track (1.2b, 2.2b, 3.2a, 4.2a, hub27) may only be made through the hall doors / emergency exits backing onto the tracks.

Media services for your visibility



Your digital industry platform InnoTrans Plus

Stay connected before, during and after the trade fair and always have the latest information about the rail industry. InnoTrans Plus is offering the entire world at the click of a mouse and representing the media hub for specific industry topics and solutions. As an exhibitor you can interest customers with your products and services, place specific topics and invite them to digital networking or to your exhibition stand at InnoTrans 2024 in Berlin. InnoTrans Plus offers you, among other things:

- ✓ High visibility of your company
- ✓ Livestreaming
- ✓ Networking and Round Tables
- ✓ Webinar bookings
- ✓ Direkt appointment requests
- ✓ Media uploads
- ✓ Targeted advertising opportunities



Your InnoTrans Media Package

Our Media Package ensures you an optimized visibility in all channels and simplified booking of all media services via the online editorial team of InnoTrans Plus.

The InnoTrans media concept includes:

- ✓ InnoTrans Plus – The digital comprehensive preparation and follow-up tool
- ✓ InnoTrans App – The smart companion for your trade fair visit
- ✓ InnoTrans Guide – The printed directory

You will receive a separate email in March 2024 and will be able to update your entries and make online bookings.

If you have any questions, please contact the InnoTrans Plus support team:
Service-Portal · T. +49 30 3038 2500 · support@messe-berlin.de



Hotline Logistic:
T +49 30 3038 4334
Email:
traffic@messe-berlin.de

Your next steps for the trade fair



Your transport concept

Further information on traffic logistics for your construction and dismantling will be sent to you in due time, including the latest traffic guide. Below you will find advance information for the set-up and dismantling periods of InnoTrans 2024:

- Access for all vehicles only after registration via our IT-supported traffic management system, available from 25 March 2024
- For loading and unloading of tools and crew there are drop-off points at hub27 and North Entrance available.

The day has 24 hours – make the most of it. We enable you to enter the exhibition grounds and open the halls around the clock for your stand construction.



Your stand construction

You should take into account the Technical Guidelines for stand construction when planning your display at the trade fair – **Rear stand partitions facing your neighbours must be held in a neutral white and may not include any advertising.** The Technical Guidelines of Messe Berlin GmbH must be observed. Stand approvals (TG 4.2) are only required for stand constructions subject to inspection, such as: large hall areas (with hall aisles/access to emergency exits), platforms h>20cm, multi-storey stands, special constructions and outdoor stand structures (TG 4.8).



Deadline Permission of stand construction: 06 August 2024



Vouchers for your clients

Enable your clients to enjoy direct, free access to the trade fair, and invite them to visit your stand. The vouchers will be allocated to a specific hall. This means that your clients' tickets will show the entrance closest to your stand. After the event you will only be billed for vouchers that have actually been redeemed. More details are available from the BECO Webshop under the menu item Tickets and Parking.

Tickets are only available online!

Everything under one roof Your BECO Webshop



The Webshop is the platform for ordering all the products and services needed for your participation in the trade fair, from additional passes to security cover, parking, cleaning, communication systems and stand equipment. Furthermore you can **download** your **free set-up / dismantling passes and exhibitor passes**, and the **plan of your hall** together with all the technical details.

The BECO Webshop can also provide any other information, such as deadlines for placing orders, any required approvals, and the Technical Guidelines.

Attention: Waste disposal is not included in the cleaning of the stand and has to be ordered separately.



For further information our BECO Webshop team will be glad to assist you at T +49 30 3038 1400 or beco-support@messe-berlin.de

(details of all orders placed with the BECO Webshop)

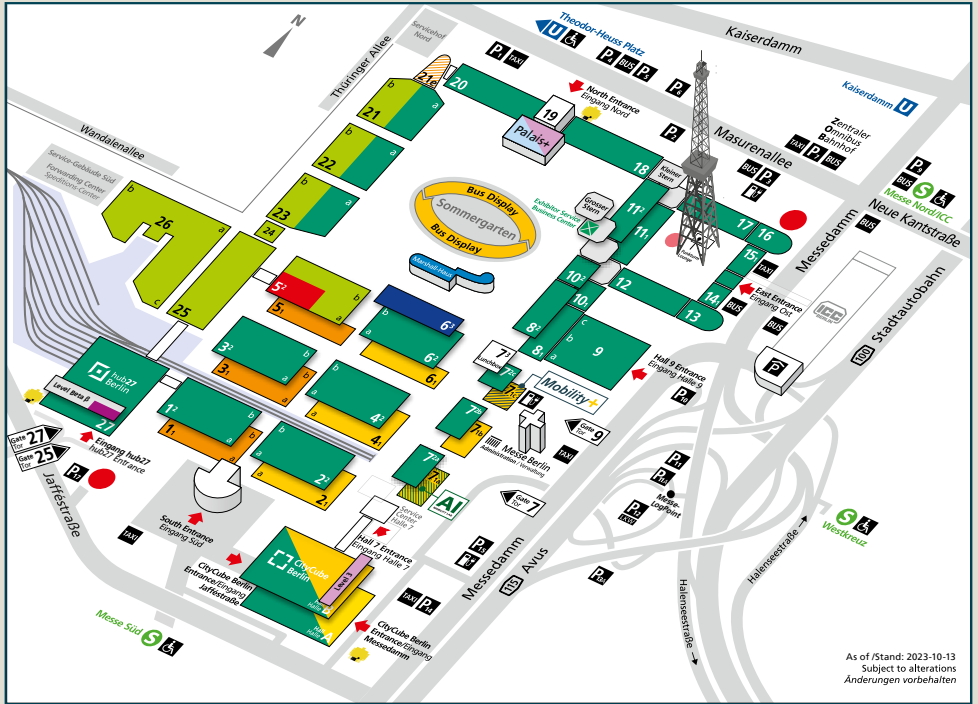
Available Services	Contact	Deadline	✓
Permissions and Technical Guidelines			
Registration for nighttime construction (free of charge)	event-security@messe-berlin.de	-	
Load Distribution Measures, Timber packing	messetechnik@messe-berlin.de	06.08.2024	
Stand Construction Permit	messetechnik@messe-berlin.de	06.08.2024	
Inflammable Liquids, Compressed Gas Cylinders	messetechnik@messe-berlin.de	27.08.2024	
Operation of Laser Devices	lasertechnik@messe-berlin.de	27.08.2024	
Use of Pyrotechnics	pyrotechnik@messe-berlin.de	27.08.2024	
Playing / Performing Music at Trade Fairs and Exhibitions (GEMA)	kontakt@gema.de	-	
Installations and Telecommunication			
Electrical Installations (incl. Outdoor Display)	ulrich.lerch@electronicagroup.de	18.06.2024	
Internet Access, Telephone / Telefax	beco-support@messe-berlin.de	18.06.2024	
Air-Conditioning (Water Supply), Water Installations	jens.wieneke@mtd.net	18.06.2024	
Sprinkler Installations	rahns@minimax.de	18.06.2024	
Compressed Air Installations, Extractor Hood, Gas Installations (Natural Gas)	jens.wieneke@mtd.net	27.08.2024	
Cable Television and Radio Connection (FS / HfK), Satellite and DVB-T Sites/Installation of Units, WiFi	beco-support@messe-berlin.de	27.08.2024	
Stand Construction and Equipment			
Suspensions from hall ceiling, Lighting and Rigging	messe-berlin@ueberkopf.de	18.06.2024	
Fabric Decoration	FrankVogt@langhammer-vogt.de	27.08.2024	
Audio, Floor Covering, Graphic Services, Rental Furniture, Additional Stand Equipment, Various System Stands for rent, PCs, Notebooks, PC Accessories, Copiers, Plants and Flower Decoration for rent, Video, Projection	systems@mb-capital-services.de	27.08.2024	
Individual Stand Construction	design@mb-capital-services.de	-	
Logistics			
Loading Zone Reservation for access to the Exhibition Grounds	www.innotrans.de/loadingzonereservations	from 25.03.2024	
Forwarding Service incl. Working Platforms	fairs.berlin@dbschenker.com	-	

Place your orders well in advance!

Place your orders with the BECO Webshop well in advance for ancillary services such as electricity, water and suspensions, and we will endeavour to install the connections when setting up the preceding event.

Available Services	Contact	Deadline	✓
Communication Services			
InnoTrans Campus - RecruitingLAB	erik.schaefer@messe-berlin.de	16.02.2024	
Guide (Print)	support@messe-berlin.de	24.06.2024	
Career Point	erik.schaefer@messe-berlin.de	28.06.2024	
Press Box (digital)	lena.prisner@messe-berlin.de	-	
Market research	tkrause@gelszus.de	27.08.2024	
Correspondence sticker imprint	fehlinger@druckereiconrad.de	03.09.2024	
Request for Advertising Materials	werbelager@messe-berlin.de	03.09.2024	
Press Conferences	lena.prisner@messe-berlin.de	03.09.2024	
Indoor and Outdoor Advertising	lilith.strebl-schneider@mb-capital-services.de	nach Verfügbarkeit	
Speakers' Corner	marlena.schubert@messe-berlin.de	nach Verfügbarkeit	
Personnel, Stand Services, Catering, Insurance for Exhibits			
Stand Cleaning	beco-support@messe-berlin.de	18.06.2024	
Stand Security	beco-support@messe-berlin.de	27.08.2024	
Stand Personnel - Hostesses and Hosts	hostessen@mb-capital-services.de	27.08.2024	
Shows and Events at the Booth (reportable)	event-security@messe-berlin.de	27.08.2024	
Waste Disposal Construction and Dismantling / Duration of Event incl. Declaration of Waste Disposal	beco-support@messe-berlin.de	10.09.2024	
Construction and Dismantling Personnel	Berlin-Nord.Messe@arbeitsagentur.de	-	
Catering on Exhibition Grounds	cateringservice@capital-catering.de	-	
Photographic Service	contact@nieswand-pletschke.com	-	
Insurance for Exhibits	j.bengtson@funk-gruppe.de y.deraaij@funk-gruppe.de d.uster@funk-gruppe.de	-	
Tickets and Parking Space			
Parking Space for Containers and Trucks	traffic@messe-berlin.com	18.06.2024	
Parking Spaces	tickets@messe-berlin.de	18.06.2024	
Day and Permanent Ticket Company Representative - Codes, Vouchers for Clients (Digital)	tickets@messe-berlin.de	-	

Berlin Exhibition Grounds



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