

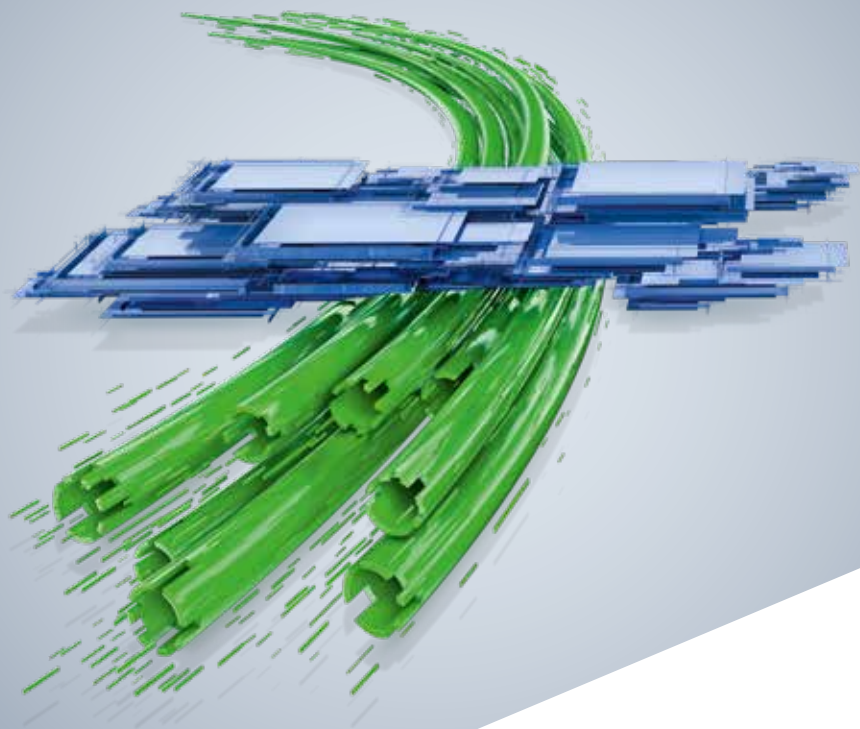


# *InnoTrans 2018*

*18–21 SEPTEMBER · BERLIN*

*International Trade Fair for Transport Technology  
Innovative Components · Vehicles · Systems*

*[innotrans.com](http://innotrans.com)*



**YOUR NEXT  
STEPS**

# General information about the event

## InnoTrans 2018

Duration of the trade fair 18 – 21 September 2018

Public Days / Outdoor Display 22 + 23 September 2018

## Opening hours

Trade visitors, daily 09.00 a.m. – 06.00 p.m.

Exhibitors, daily 08.00 a.m. – 07.00 p.m.

Public Days 10.00 a.m. – 06.00 p.m.

**Start of setup period:**  
**12 September 2018 /**  
**00.00 a.m.**

### End of setup period:

17 September 2018 / 03.00 p.m.  
(constructive)

17 September 2018 / 06.00 p.m.  
(decorations)

### Start of dismantling period:

21 September 2018 / 08.00 p.m.

### Contractual penalty for any dismantling before 06.00 p.m.

For Tracks and Outdoor Display:  
24 September 2018 / 08.00 a.m.

### End of dismantling period:

25 September 2018 / 06.00 p.m.

**Please note:** Deliveries between 15– 25 September 2018 to halls with a direct access to the rail track (1.2b, 2.2b, 3.2a, 4.2a) may only be made through the hall doors / emergency exits backing onto the tracks.

## InnoTrans 2018 – what's new?

### Everything under one roof – Your BECO Webshop

For the first time you can download your **free setting up and dismantling passes**, your **exhibitor passes**, and the **plan of your hall** together with all the technical details, from the BECO Webshop using your log-in data quick and easy. [www.innotrans.com/webshop](http://www.innotrans.com/webshop)

### Setting up free of charge at night – 24/6

There are 24 hours in a day – use them. We will allow you access to the exhibition grounds and keep the halls open around the clock to enable you to set up your stand. Just submit an informal application to [innotrans-logistics@messe-berlin.de](mailto:innotrans-logistics@messe-berlin.de) if you are carrying out work between 10.00 p.m. and 06.00 a.m.

### !! No cars on the exhibition grounds during setting up and dismantling !!

In order to keep the logistical areas free for vans and trucks, cars will no longer be allowed on site. For the first time a free shuttle service will link the exhibition grounds with the ICC multi-storey car park and the parking areas at Olympiastadion. Please ensure that anyone carrying out work on your behalf is informed.

### Book your time slots – Access for setting up and dismantling

Prior registration is required before transport vehicles will be allowed onto the Berlin exhibition grounds. Reserve your delivery times from 18 June 2018 onwards for vans and trucks. Our IT-supported traffic control system has been designed to facilitate deliveries to the trade fair: [www.innotrans.com/Loadingzonerervations](http://www.innotrans.com/Loadingzonerervations)

Please notify us  
by email when you begin setting up:  
[messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de)

## Your next steps

### 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.

### Your stand construction

You should take into account the Technical Guidelines for stand construction as well as the safety regulations when planning your display at the trade fair. Details of all stand structures exceeding 2.50 m in height must be submitted to our Technical Department for approval no later than 6 weeks prior to the commencement of construction: [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de)

### Catalogue entry and Virtual Market Place®

The editorial team of the InnoTrans Virtual Market Place will supply you with details about your entry in the trade fair catalogue. You may adapt your data entry in the Virtual Market Place® yourself. Registration can be made using the log-in data from 2016. If you do not have the required log-in data, you can request it from the Virtual Market Place® team.

InnoTrans Virtual Market Place  
Editorial Team  
T +49 30 3038 2180  
[editorial@virtualmarket.innotrans.de](mailto:editorial@virtualmarket.innotrans.de)  
[www.virtualmarket.innotrans.com](http://www.virtualmarket.innotrans.com)

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



For further information  
our BECO Webshop team will be glad  
to assist you at T +49 30 3038 1468 or  
[beco-support@messe-berlin.de](mailto:beco-support@messe-berlin.de).

# Checklist (details of all orders placed with the BECO Webshop)

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 (IFA).

Available Services	Contact	Deadline	✓
<b>Stand area for InnoTrans 2018</b>	<b>innotrans@messe-berlin.de</b>		✓
<b>Permissions and Technical Guidelines</b>			
<b>Registration for nighttime construction (free of charge)</b>	<b>innotrans-logistics@messe-berlin.de</b>	-	
Load Distribution Measures, Timber packing	messetechnik@messe-berlin.de	01.08.2018	
<b>Stand Construction Permit</b>	<b>messetechnik@messe-berlin.de</b>	<b>01.08.2018</b>	
Inflammable Liquids, Compressed Gas Cylinders	messetechnik@messe-berlin.de	21.08.2018	
Operation of Laser Devices	lasertechnik@messe-berlin.de	21.08.2018	
Use of Pyrotechnics	pyrotechnik@messe-berlin.de	21.08.2018	
Playing/Performing Music at Trade Fairs and Exhibitions (GEMA)	kontakt@gema.de	-	
<b>Installations and Telecommunication</b>			
Electrical Installations (incl. Outdoor Display)	ulrich.lerch@electronicagroup.de	<b>12.06.2018</b>	
Internet Access, Telephone/Telefax	fair-service@messe-berlin.de	<b>12.06.2018</b>	
Air-Conditioning (Water Supply), Water Installations	jens.wieneke@mtd.net	<b>12.06.2018</b>	
Sprinkler Installations	rahns@minimax.de	<b>12.06.2018</b>	
Compressed Air Installations, Extractor Hood, Gas Installations (Natural Gas)	jens.wieneke@mtd.net	21.08.2018	
Cable Television and Radio Connection (FS/HFK), Satellite and DVB-T Sites/Installation of Units, WiFi	fair-service@messe-berlin.de	21.08.2018	
<b>Communication Services</b>			
<b>Career Pavilion</b>	<b>I.simon@messe-berlin.de</b>	<b>30.04.2018</b>	
<b>Career Point</b>	<b>I.simon@messe-berlin.de</b>	<b>15.05.2018</b>	
Catalogue (Hardcopy) and Virtual Market Place®	editorial@virtualmarket.innotrans.de	<b>13.06.2018 (Hardcopy)</b>	
Press Guide	innotrans@innomedia.eu	20.07.2018 editorial deadline	
Press Box	m.voigt@messe-berlin.de	-	
Market research	awillmann@gelszus.de	21.08.2018	
Correspondence sticker imprint	fehlinger@druckereiconrad.de	28.08.2018	
Request for Advertising Materials	werbelager@messe-berlin.de	28.08.2018	
Press Conferences	m.voigt@messe-berlin.de	28.08.2018	
Business Card Scanner	kartenservice@mb-capital-services.de	-	
Indoor and Outdoor Advertising	strebl-schneider@mb-capital-services.de	according to availability	

Available Services	Contact	Deadline	✓
<b>Communication Services</b>			
Speaker's Corner	ruben@messe-berlin.de	according to availability	
<b>Logistics</b>			
<b>Loading Zone Reservation for access to the Exhibition Grounds</b>	<b>www.innotrans.com/ Loadingzonerereservations</b>	<b>from 18.06.2018</b>	
Forwarding Service incl. Working Platforms	fairs.berlin@dbschenker.com, expoberlin@agility.com	-	
<b>Personnel, Stand Services, Catering, Insurance for Exhibits</b>			
Stand Cleaning	fair-service@messe-berlin.de	<b>12.06.2018</b>	
Stand Security	fair-service@messe-berlin.de	21.08.2018	
Stand Personnel – Hostesses and Hosts	hostessen@mb-capital-services.de	21.08.2018	
Shows and Events at the Booth (reportable)	innotrans-logistics@messe-berlin.de	21.08.2018	
Waste Disposal Construction and Dismantling/ Duration of Event incl. Declaration of Waste Disposal	fair-service@messe-berlin.de	04.09.2018	
Construction and Dismantling Personnel	Spandau.Jobvermittlung@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.deraaj@funk-gruppe.de	-	
<b>Stand Construction and Equipment</b>			
Suspensions from hall ceiling, Lighting and Rigging	messe-berlin@ueberkopf.de	<b>12.06.2018</b>	
Fabric Decoration	FrankVogt@langhammer-vogt.de	21.08.2018	
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	romann@mb-capital-services.de, peglow@mb-capital-services.de	21.08.2018	
Individual Stand Construction	design@mb-capital-services.de	-	
<b>Tickets and Parking Space</b>			
Parking Space for Containers and Trucks	innotrans-logistics@messe-berlin.com	<b>12.06.2018</b>	
Parking Spaces	kartenservice@mb-capital-services.de	<b>12.06.2018</b>	
Day and Permanent Ticket Company Representative – Codes, Vouchers for Clients (Digital / Hardcopy)	kartenservice@mb-capital-services.de	28.08.2018 (Hardcopy)	

InnoTrans 2018  
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