

## Important Guidelines and Dates of the Event

### Halls to be used

1 - 26

### Opening Times

Trade visitors, daily

09.30 a.m. – 06.00 p.m. and until 10.00 p.m. on event days

Visitors, Saturday/Sunday

10.00 a.m. – 06.00 p.m.

Exhibitors daily

08.30 a.m. – 07.00 p.m.

### Construction and dismantling times

Commencement of construction work:

February 26, 2008, daily 7.00 a.m. - 10.00 p.m.

End of construction period:

March 4, 2008, 10.00 a.m.

Decorative equipment of stands:

March 4, 2008, 10.00 a.m. - 10.00 p.m.

Commencement of dismantling:

After 6 p.m. on the final day of the exhibition

Conclusion of dismantling:

March 13, 2008

### ITB-Homepage: [www.itb-berlin.de](http://www.itb-berlin.de)

Here you can call up:

- List of exhibitors and hall allocation
- Trends and Novelties to special ITB-Segments
- Timetable for press conferences and other events during ITB Berlin
- Application form
- Order forms from the exhibitors service manual
- possibility of distributing press information to daily newsmedia
- Business Guide
- Virtual market place
- Newsletter
- Information about the ITB Convention you will find under: [www.itb-convention.com](http://www.itb-convention.com)

### Tickets

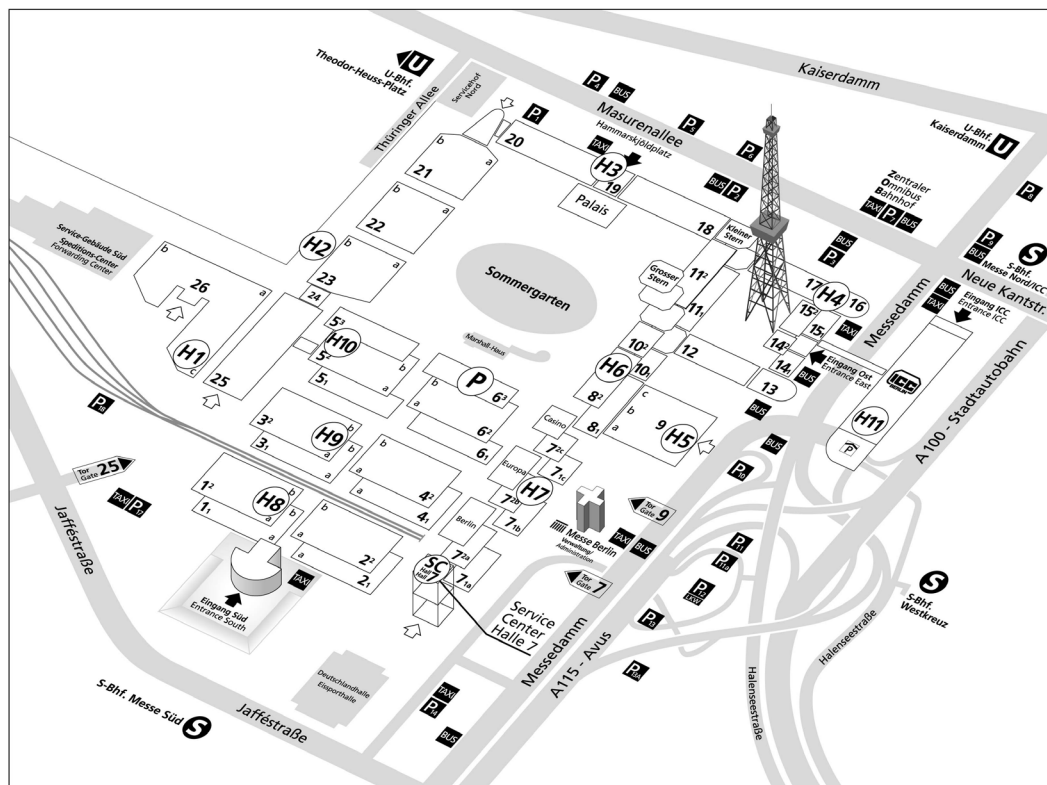
Admission ticket: EUR 14.00 incl. VAT.

On site (advance sale of tickets possible):

Capital Services GmbH

T: +49(0)30 / 3069-6969, F: +49(0)30 / 3069-6930

### Plan of the Exhibition Grounds



H1 – H10

Hall inspectors' offices

Telephone and Telefax:

H1: Tel. 3038-1349

Fax 3038-2505

H2: Tel. 3038-1348

Fax 3038-2507

H3: Tel. 3038-1347

Fax 3038-2506

H4: Tel. 3038-1346

Fax 3038-2504

H5: Tel. 3038-1345

Fax 3038-2502

H6/H7: Tel. 3038-1344

Fax 3038-2503

H8: Tel. 3038-1342

Fax 3038-2517

H9: Tel. 3038-1341

Fax 3038-2501

H10: Tel. 3038-1340

Fax 3038-2500

H11: Tel. 3038-3083

Fax 3038-1302

SC: Exhibitor Service-

Counter:

Hall 7, 2<sup>nd</sup> floor

Business Center:

Hall 7, 2<sup>nd</sup> floor

Press Center:

Hall 6.3

| <b>Orders<br/>Passes, Vouchers</b>  | Dates/<br>Deadline: | Order form                      | Contact<br>Telephone, Fax, e-mail  |
|---|---------------------|---------------------------------|--|
| <b>Vouchers for Clients</b><br>(will be charged for each voucher redeemed)<br>EUR 8.50 each (incl. VAT) | 06.02.2008          | See<br>Communication<br>Service | <b>MB Capital Services</b><br>T: (0)30/3069-6969<br>F: (0)30/3069-6930<br>e-mail: kartenservice@mb-capital-services.de |
| <b>Construction/Dismantling passes</b><br>(additional passes) free of charge                            |                     | A1                              | <b>Fair Management</b><br>T: (0)30/3038-2129<br>F: (0)30/3038-2119<br>e-mail: magritz@messe-berlin.de                  |

| <b>Orders<br/>Parking space, Siting for Containers</b>  | Dates/<br>Deadline: | Order form / | Contact<br>Telephone, Fax, e-mail  |
|---|---------------------|--------------|--|
| <b>Parking space for cars<br/>for the duration of the event:</b><br>Inside the fairground EUR 125.00<br>For P13, P18 and Empore halls 18-20 EUR 65.00                                     | 06.02.2008          | A2           | <b>MB Capital Services</b><br>T: (0)30/3069-6969<br>F: (0)30/3069-6930<br>e-mail: kartenservice@mb-capital-services.de |
| <b>Container/Commercial Vehicles/Trailers:</b><br>20 " Container (2.5 x 6 mtr) or commercial<br>vehicles/trailers between 2.5 t and 7.5 t max.<br>permitted weight: EUR 380.00 (plus VAT) | 06.02.2008          | A3           | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2836<br>F: (0)30/3038-1460<br>e-mail: seipold@messe-berlin.de                 |
| <b>Container/Commercial Vehicles/Trailers:</b><br>40 " Container (2.5 x 12 mtr) or commercial<br>vehicles/trailers of more than 7.5 t max. permitted<br>weight: EUR 760.00 (plus VAT)     | 06.02.2008          | A3           | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2836<br>F: (0)30/3038-1460<br>e-mail: seipold@messe-berlin.de                 |

### Catalogue entry

|  |  |  |   |
|--|--|--|---|
| Catalogue entry and media services:<br>Separate manual will be sent by TRAVLE ONE<br>Travel Trade Press GmbH<br>Stephanstr. 3, D-64295 Darmstadt |  |  | Tel.: +49 (0)6151/3907920<br>Fax: +49 (0)6151/3907949<br>e-mail: itb-catalogue@travel-one.net |
|--|--|--|---|

### Advertising material for exhibitors

|  |  |  |  |
|--|--|--|--|
| All offers for advertisement and marketing for your clients<br>You will find in the separate manual „Advertising Services“ |  |  |  |
|--|--|--|--|

### Access to the Exhibition Grounds

|   |                            |            |  |
|---|----------------------------|------------|--|
| <b>Halls: 1.1, 2.1, 3.1, 4.1, 5.1, 6.1, 7.1</b><br>Access Tor (gate) 7 (Messedamm 22)   | 7.00 a.m. to<br>10.00 p.m. |            | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2836<br>F: (0)30/3038-2860<br>e-mail: seipold@messe-berlin.de |
| <b>Halls 8, 9, 10, 11, 12-17 und 18</b><br>Access Tor (gate) 9 (Messedamm 22)   | 7.00 a.m. to<br>10.00 p.m. |            |  |
| <b>Halls 1.2, 2.2, 3.2, 4.2, 5.2, 5.3, 6.2, 6.3, 7.2, 20-26</b><br>Access Tor (gate) 25 (Jafféstrasse)  | 7.00 a.m. to<br>10.00 p.m. |            |  |
| <b>Hall accesses</b><br>Vehicles will not e permitted into the halls through:<br>The main gates after.<br>Deliveries may only be made through the emergency<br>exits. | 04.03.2008                 | 12.00 a.m. |  |

During the official construction period the halls will be open on workdays from 7.00 a.m. to 10.00 p.m. Any exception to this rule requires a written explanation. **(Important: A charge will be made for failure to keep to these times)**

#### Please note:

A set of "Traffic Guidance Instructions" will be issued to ensure the smooth movement of traffic during construction and dismantling at the event, regulating access times and the time spent by vehicles on the Exhibition Grounds.

In the two weeks prior to the event, and after its closure, trucks will only be allowed on site if accompanied by an appropriate pass. A deposit of EUR 50.00 must be placed at the entrance. Access by private cars and light commercials will also be temporarily restricted.

**The Traffic Guidance Instructions will be sent by the Fair Management well in advance to the fair.**

| <b>Construction and Dismantling</b>   | Dates/<br>Deadline: | Order form | Contact<br>Telephone, Fax, e-mail  |
|---|---------------------|------------|--|
| Submission of initial planning or working drawings<br>(Please clearly indicate modular stands!)   | 03.12.2007          | informal   | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2823 – 2829<br>F: (0)30/3038-2898<br>e-mail: messetechnik@messe-berlin.de |
| (Please observe the appropriate preliminary period<br>in the case of structural details and official test)<br><b>(Construction documents and descriptions must be submitted in German)</b><br><b>Important! For the setting up of kitchens the agreement of all other exhibitors<br/>in the correspondant hall will be necessary. Please follow the technical and<br/>the public health guideline (ref. instructions I2).</b> | 03.12.2007          | C2         |  |

|   |            |             |  |
|---|------------|-------------|--|
| <b>Basic Structure with Standard Partitions</b><br>for which a charge will be made (partitions, cabins,<br>facias) - (If you do not have an own stand or ordered a<br>system stand) | 19.02.2008 | D1.1 + D1.2 | <b>Messe Berlin, Customer Service</b><br>T: (0)30/3038-1320<br>F: (0)30/3038-1460<br>e-mail: wilke@capital-facility.de |
|---|------------|-------------|--|

|  |            |                            |   |
|--|------------|----------------------------|---|
| <b>Stand Design and System Stands for Hire</b> | 06.02.2008 | F1 – F4                    | <b>MB Capital Services</b><br>T: (0)30/3067 2015 und 2017<br>F: (0)30/3067 2018 und 2058<br>e-mail: info@mb-capital-services.de |
|  | 15.01.2008 | F5 (Two-storey<br>version) |   |

### Construction and Dismantling Dates

|  |            |  |  |
|--|------------|--|--|
| <b>Commencement of construction period</b><br>Halls 1 - 26 | 26.02.2008 |  | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2823 - 2829<br>F: (0)30/3038-2898<br>e-mail: messetechnik@messe-berlin.de |
|--|------------|--|--|

|  |            |                  |  |
|--|------------|------------------|--|
| <b>End of construction period:</b><br>Construction of stand: | 04.03.2008 | 10.00 a.m.       | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2823 - 2829<br>F: (0)30/3038-2898<br>e-mail: messetechnik@messe-berlin.de |
| Decorative equipment of stand                                | 04.03.2008 | 10 a.m.-10. p.m. |  |

|  |                |  |  |
|--|----------------|--|--|
| <b>Acceptance of construction work</b> | 03./04.03.2008 |  |  |
|--|----------------|--|--|

|  |            |            |  |
|--|------------|------------|--|
| <b>Commencement of contractually agreed<br/>dismantling period</b><br>Halls 1 - 26 | 09.03.2008 | 06.00 p.m, | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2823 - 2829<br>F: (0)30/3038-2898<br>e-mail: messetechnik@messe-berlin.de |
|--|------------|------------|--|

|                                  |            |  |  |
|----------------------------------|------------|--|--|
| <b>End of dismantling period</b> | 13.03.2008 |  |  |
|----------------------------------|------------|--|--|

### Orders of Services (Extract)

|   |            |    |  |
|---|------------|----|--|
| Registration of transports and dates of arrival | 06.02.2008 | B1 | <b>Messe Berlin, ST</b><br>T: (0)30/3038-2836<br>F: (0)30/3038-2860<br>e-mail: seipold@messe-berlin.de |
|---|------------|----|--|

|   |            |         |  |
|---|------------|---------|--|
| Refuse disposal (Registration)                        | 06.02.2008 | B5 – B7 | <b>Messe Berlin, Customer Service</b><br>T: (0)30/3038-1330<br>F: (0)30/3038-1460<br>e-mail: schuett@capital-facility.de |
| Refuse disposal constr./dismantling, duration of fair | 19.02.2008 |         |  |

### Technical Installations

|                         |            |        |   |
|-------------------------|------------|--------|---|
| Electrical installation | 30.01.2008 | D2, D3 | <b>Messe Berlin/Vertragsunternehmen</b><br>T: 030 / 3038 – 5874/-5807<br>F: 030 / 3038 – 1460<br>e-mail: aussteller-service@messe-berlin.de |
|-------------------------|------------|--------|---|

|   |            |       |  |
|---|------------|-------|--|
| Water, Air-conditioning/Sprinkler                   | 30.01.2008 |       | <b>Messe Berlin/Vertragsunternehmen</b><br>T: 030 / 3038 - 5759    |
| Water installation, Extractor hoods, Compressed air |            | D4-D8 | T: 030 / 70 00 08-0  |
| Sprinkler installation                              | 30.01.2008 | D9    | T: 030 / 3038 - 5759   |
| Gas installation                                    |            | D10   | F: 030 / 3038 - 1460<br>e-mail: aussteller-service@messe-berlin.de |

|  |            |         |  |
|--|------------|---------|--|
| <b>Telecommunication/Network</b>             | 06.02.2008 |         | <b>Messe Berlin/Customer Service</b>       |
| Telephone, ISDN Connections                  |            | E1, E2  | T: (0)30/3038 – 1400                       |
| Internet, Cable TV, Sitings for satellites   |            | E3 – E7 | F: (0)30/3038 – 1460                       |
| Operation of Radio broadcasting installation |            |         | e-mail: aussteller-service@messe-berlin.de |

|  |          |     |   |
|--|----------|-----|---|
| <b>Room and travel arrangements for Exhibitors</b> | directly | H16 | <b>smart and more GmbH</b><br>T: 01805/ 32 40 00<br>F: 01805/ 54 96 75<br>e-mail : smartfairs@sam-hh.de |
|--|----------|-----|---|

|   |  |  |  |
|---|--|--|--|
| <b>Other Services</b> you will find in<br>Part G und Part H of the Service Manual |  |  |  |
|---|--|--|--|

| Service                                 | Service company on the Exhibition Grounds | Form of ESF   | Telephone +49 ...  | Telefax + 49 ...    |
|---|---|---------------|--------------------|---------------------|
| Additional Exhibitor Badges             |   | Comm.Service  |                    |                     |
| Advertising on the exhibition grounds   | Capital Services                          | Comm.Service  | 30/3038-2406       | 30/3038-2239        |
| Cable TV and Radio connection           | Messe Berlin / Customer Service           | E5            | 30/3038-1400       | 30/3038-1460        |
| Catalogue entry                         | Travel one                                | separate      | 6151/3907920       | 6151/3907949        |
| Catering service                        | Capital Catering                          | G1            | 30/3038-2993       | 30/3038-1951        |
| Cleaning of the stand                   | Messe Berlin / Customer Service           | B8            | 30/3038-1334       | 30/3038-1460        |
| Compressed air installations            | Messe Berlin / Customer Service           | D8            | 30/3038-5759       | 30/3038-1460        |
| Constr./Dismantling passes (free)       | Fair Management                           | A1            | 30/3038-2129       | 30/3038-2119        |
| Consulting engineers (static)           | Ingenieurbüro Axthelm & Kawski            | informal      | 30/326912-0        | 30/326912-20        |
| Consulting engineers (static)           | Ingenieurbüro Marzahn & Rentzsch          | informal      | 30/3269440         | 30/3219273          |
| Courier Service                         | GO General Overnight                      | H11           | 30/850085          | 30/85008116         |
| Customs on the Exhibition Grounds       | Zoll, Hauptzollamt Berlin-Süd             | informal      | 30/3082-0436       | 30/3082-0437        |
| Decoration material for the fair (cash) | Messe-Shop                                | H13           | 30/3218081         |                     |
| Desktop copiers                         | Capital Services                          | H8            | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Electrical Installations                | Messe Berlin / Customer Service           | D2 + D3       | 30/3038-5874/-5807 | 30/3038-1460        |
| Event Organizer                         | Servicebroker                             | H17           | 0800 89 020 89     | 030/801083-83       |
| Exhibitors' passes                      | Capital Services                          |               | 30/3069-6969       | 30/3069-6930        |
| Extractor hoods/vapour extractors       | Messe Berlin / Customer Service           | D7            | 30/3038-5759       | 30/3038-1460        |
| Floor covering, carpet                  | Capital Services                          | H7            | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Flower decoration                       | Capital Services                          | H6            | 30/8111051         | 30/3067-2018/-58    |
| Forwarding services                     | Agility Fairs & Events                    | B3            | 30/306928-0        | 30/306928-49        |
| Forwarding services                     | Schenker Deutschland AG                   | B4            | 30/34965-420       | 30/34965-429        |
| Freezers, chill display counters        | Capital Services                          | H10           | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Furniture for hire                      | Capital Services                          | H14.1 - H14.4 | 30/3038-5780       | 30/3067-2018/-58    |
| Gas Installations                       | Messe Berlin / Customer Service           | D10           | 30/3038-5759       | 30/3038-1460        |
| Hosts/Hostesses                         | CSG TEAM GmbH                             | H3            | 30/3038-1435       | 30/3038-1440        |
| Hygiene Guidelines (Kitchen, food)      | Gesundheitsamt Charlottenburg-W.          | I2            | 30/9029-16024      |                     |
| Insurance of exhibits                   | Funk & Söhne                              | H5            | 30/250092-0        | 30/250092-755, -788 |
| Internet access                         | Messe Berlin / Customer Service           | E3.1-E3.4     | 30/3038-1400       | 30/3038-1460        |
| Internet presence for exhibitors        | Messe Berlin / Virtual Market Place       | Separate      | 30/3038-2180       | 30/3038-2172        |
| Load distribution measures              | Messe Berlin ST                           | C3            | 30/3038-2823 to 29 | 30/3038-2898        |
| Music performances                      | GEMA Berlin                               | A5            | 30/21292-570       | 30/21292-588        |
| Office service                          | Business-Center                           | H12           | 30/3038-2861       | 30/3038-2862        |
| Parking sites for exhibitors            | Capital Services                          | A2            | 30/3069-6969       | 30/3069-6930        |
| PC, notebook, PC equipment              | Capital Services                          | H15.3         | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Photographic service                    | Capital Services                          | H9            | 30/8826488         | 30/8826489          |
| Radio Broadcasting Installations        | Messe Berlin / Customer Service           | E7            | 30/3038-1400       | 30/3038-1460        |
| Railway sidings connection              | Messe Berlin ST                           | B2            | 30/3038-2836       | 30/3038-2860        |
| Railway transport                       | DB Cargo, Niederlassung Berlin            | informal      | 30/297-23400       |                     |
| Refund of value-added tax               | Bundeszentralamt für Steuern              | I3            | 228/406-0          | 228/4064722         |
| Refund of value-added tax               | Pricewaterhouse Cooper                    | I3            | 30/26365448        |                     |
| Refuse disposal                         | Messe Berlin / Customer Service           | B5 - B7       | 30/3038-1330       | 30/3038-1460        |
| Room and Travel arrangements            | Smart and more GmbH                       | H16           | 01805/324000       | 01805/549675        |
| Satellite sitings                       | Messe Berlin / Customer Service           | E6            | 30/3038-1377       | 30/3038-1460        |
| Security cover for the stand            | Messe Berlin / Customer Service           | B9            | 30/3038-1332       | 30/3038-1460        |
| Shows/Events (Registration)             | Fair Management                           | A4            | 30/3038-2125       | 30/3038-2113        |
| Sitings for containers/vehicles         | Messe Berlin ST                           | A3            | 30/3038-2836       | 30/3038-1460        |
| Sprinkler installations                 | Messe Berlin / Customer Service           | D9            | 30/700008-0        | 30/3038-1460        |
| Staff placement order                   | Bundesagentur für Arbeit                  | H4            | 30/555570-1203/05  | 30/555570-1999      |
| Stand construction/Stand for hire       | Capital Services                          | F1 - F5       | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Stand equipment/elements                | Capital Services                          | F7            | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Stand lettering, artwork                | Capital Services                          | F6            | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Standard partitions/Basic construction  | Messe Berlin ST                           | D1.1+D1.2     | 30/3038-1320       | 30/3038-1460        |
| Suspended decoration/fabrics            | Capital Services                          | H1            | 30/3038-5786       | 30/30672018/-58     |
| Technical installation for approval     | Messe Berlin ST                           | C4 - C8       | 30/3038-2823 to 29 | 30/3038-2898        |
| Telephone/Fax, ISDN Connections         | Messe Berlin / Customer Service           | E1, E2        | 30/3038-1400       | 30/3038-1460        |
| Test for construction requir.           | Messe Berlin ST                           | C2            | 30/3038-2823 to 29 | 30/3038-2898        |
| Transport/Times of arrivals             | Messe Berlin, ST                          | B1            | 30/3038-2836       | 30/3038-2860        |
| Video/Audio/Projection                  | Capital Services                          | H15.1+2       | 30/3067-2015/-17   | 30/3067-2018/-58    |
| Vouchers for clients                    | Capital Services                          | Comm.Service  | 30/3069-6969       | 30/3069-6930        |
| Water installations                     | Messe Berlin / Customer Service           | D4, D5, D6    | 30/3038-5759       | 30/3038-1460        |
| Working Platforms                       | Agility Fairs & Events                    | H2            | 30/306928-0        | 30/306928-49        |
| Working Platforms                       | Schenker Deutschland AG                   | H2            | 30/34965-420       | 30/34965-429        |