

EXHIBITOR TIMELINE FOR ITB BERLIN 2025






**ITB
BERLIN**

The World's
Leading
Travel Trade
Show™

Here you will find a quick overview of the key deadlines and dates for your successful exhibition.



- Prio 1
- Prio 2
- Prio 3
- HA** Main Exhibitors
- MA** Co-Exhibitors
- Sustainability


WHEN	WHO	TO DO	FURTHER INFORMATION	
As soon as possible	Everyone	Define exhibition goals	Tips for exhibition planning	
As soon as possible	Everyone	Apply for a visa if necessary	Contact: itb@messe-berlin.de • Further Information: Federal Foreign Office	
As soon as possible	Everyone	Arrange travel bookings	Travel Service	
As soon as possible	Everyone	Book rooms for press conferences / seminars / presentations	Contact: itb-roombooking@messe-berlin.de	
As soon as possible	Everyone	Collect information on sustainable exhibition presence	Further Information: Corporate Social Responsibility@ITB Berlin	
From September	Everyone	Request information on sponsorship and advertising opportunities	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	
From September	Exhibitors	Select a booth construction company	Contact: info@mb-capital-services.de • Further Information: Capital Services GmbH	
1 September 2024	Exhibitors	Submit stand registration	Contact: itb@messe-berlin.de • Further Information: ITB Berlin Exhibitors Portal	
From December	Exhibitors	Update exhibitor entry using the maintenance link for the ITB Exhibitor List	Further Information: Support Center	
15 December 2024	Exhibitors	Register co-exhibitors	Contact: itb@messe-berlin.de • Further Information: ITB Berlin Exhibitors Portal	
15 January 2025	Exhibitors	Submit stand construction details for official approval (two-story)	Contact: messetechnik@messe-berlin.de • Further Information: Download Center	
Until mid-January	Everyone	Book digital advertising / banners / upgrades	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	

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Until mid-January	Everyone	Check the ITB Berlin Congress and event program	Further Information: itb.com	
End of January	Everyone	Send out press releases and press invitations (promote your exhibition presence)	Contact: presse-itb@messe-berlin.de • Further Information: PR- Opportunities	
31 January 2025	Exhibitors	Register all events at the booth and have them listed in the event program	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
From February	Everyone	Sign up for the ITB Speed Networking Event matchmaking tool and schedule appointments with top buyers	Contact: itb-speednetworking@messe-berlin.de Further Information: ITB Speed Networking	
From February	Everyone	Contact trade visitors and/or other exhibitors via ITB Match & Meet, register booth contacts for this purpose	Contact: support@messe-berlin.de • Further Information: Support Center	
From February	Everyone	Send visitor invitations to clients		
6 February 2025	Exhibitors	Order stand construction and stand equipment	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
6 February 2025	Exhibitors	Organize the transport of exhibition materials	Further Information: Plan your participation	
6 February 2025	Exhibitors	BECO orders for event-related services and products (e.g., security, catering, staff, parking spaces, GEMA, waste disposal)	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
Until mid-February	Exhibitors	Receipt and payment of the deposit invoice for the booth rental and Communication Package, along with the complimentary exhibitor badges	Attention: The sender of the deposit invoice is messe-berlin@quadiant-eservices.com You will receive the complimentary exhibitor codes from tickets@messe-berlin.de	
14 February 2025	Everyone	Book additional press services (e.g., ads in ITB Berlin News)	Contact: presse-itb@messe-berlin.de • Further Information: PR-Opportunities	
15 February 2025	Co-Exhibitors	Add / update co-exhibitor entries using the maintenance links	Further Information: Support Center	
February 2025	Everyone	Order admission ticket vouchers / codes for clients	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	

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February 2025	Everyone	Order additional exhibitor badges	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
25 February 2025	Exhibitors	Start of booth construction-the guidelines for the construction work must be followed for the structural setup	Further Information: Stand construction	
Until the trade show	Exhibitors	Book a Visifair slot for entry to the exhibition grounds	Further Information: Entry & Access	
Until the trade show	Exhibitors	Order assembly/disassembly badges through the BECO web shop	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
Until the trade show	Everyone	Book exhibitor news as a product for display in the exhibitor profile	Contact: support@messe-berlin.de • Further Information: Support Center	
Until the trade show	Everyone	Prepare for your individual trade show participation	Exhibitions Grounds 2025 Convention	
Until the trade show	Everyone	Arrival in Berlin	Travel Service	
4 – 6 March 2025	Everyone	ITB Berlin	ITB Berlin Website	
6 March (from 7 pm) – 10 March 2025	Exhibitors	Stand dismantling	Contact: messetechnik@messe-berlin.de • Further Information: Download Center	
Max. 1 week after the trade show	Everyone	Evaluation and follow-up (thank-you letters, etc.)		
starting May 2025	Exhibitors	Receipt and payment of the final invoice for event-related services and products, as well as all Communication Packages for registered co-exhibitors	Attention: The sender is messe-berlin@quadiant-eservices.com	