

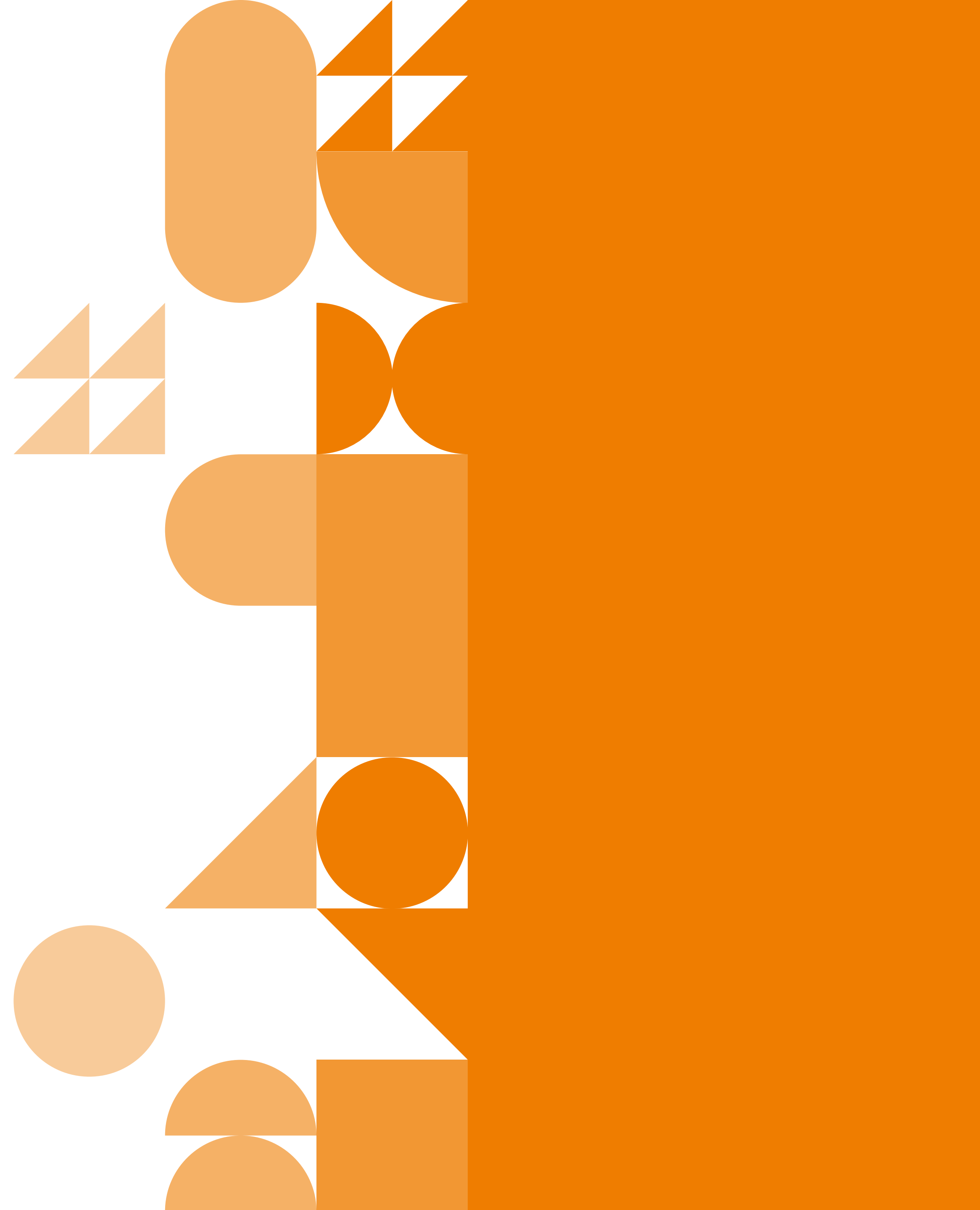


ITB
BERLIN

The World's
Leading
Travel Trade
Show®

ITB BERLIN 2025

CO-EXHIBITOR INFORMATION



CO-EXHIBITOR TIMELINE FOR ITB BERLIN 2025





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



-  Prio 1
-  Prio 2
-  Prio 3
-  Sustainability

WHEN	TO DO	FURTHER INFORMATION	
As soon as possible	Define exhibition goals	Tips for exhibition planning	
As soon as possible	Apply for a visa if necessary	Contact: itb@messe-berlin.de • Further Information: Federal Foreign Office	
As soon as possible	Arrange travel bookings	Travel Service	
As soon as possible	Book rooms for press conferences / seminars / presentations	Contact: itb-roombooking@messe-berlin.de	
As soon as possible	Collect information on sustainable exhibition presence	Further Information: Corporate Social Responsibility@ITB Berlin	
From September	Request information on sponsorship and advertising opportunities	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	
As soon as possible	Connect with new business contacts on the new ITB Match & Meet platform	Further information: ITB Match & Meet - The World of ITB	
Until mid-January	Book digital advertising / banners / upgrades	Contact: itb-sponsoring@messe-berlin.de Further Information: ITB Berlin Advertising & Sponsoring Options	
Until mid-January	Check the ITB Berlin Convention and event program	Further Information: itb.com	
End of January	Send out press releases and press invitations (promote your exhibition presence)	Contact: presse-itb@messe-berlin.de • Further Information: PR- Opportunities	
End of January	Check co-exhibitor registrations for duplicates and completeness	Contact: itb-mitaussteller@messe-berlin.de • Further Information: Exhibitor portal	
31 January 2025	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	



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From February	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	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	Send visitor invitations to clients	Create your customized banner	
6 February 2025	Organize the transport of exhibition materials	Further Information: Plan your participation	
14 February 2025	Book additional press services (e.g., ads in ITB Berlin News)	Contact: presse-itb@messe-berlin.de • Further Information: PR- Opportunities	
15 February 2025	Add / update co-exhibitor entries using the maintenance links	Further Information: Support Center	
February 2025	Order admission ticket vouchers / codes for clients	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
February 2025	Order additional exhibitor badges	Contact: beco-support@messe-berlin.de • Further Information: BECO web shop	
Until the trade show	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	Prepare for your individual trade show participation	Exhibitions Grounds 2025 Convention	
Until the trade show	Arrival in Berlin	Travel Service	
4 – 6 March 2025	ITB Berlin	ITB Berlin Website	
Max. 1 week after the trade show	Evaluation and follow-up (thank-you letters, etc.)		