

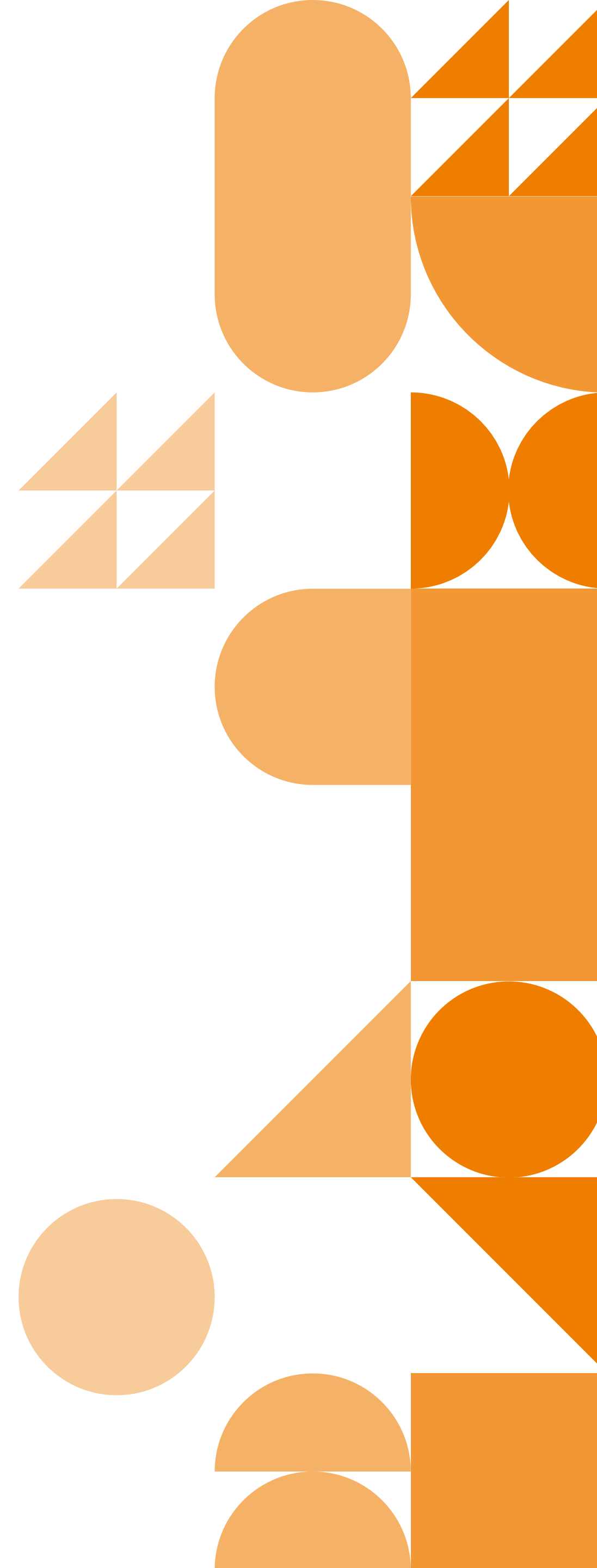


ITB
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ITB BERLIN 2025

EXHIBITOR INFORMATION



STEP BY STEP TO ITB BERLIN 2025

The **stand planning** for ITB Berlin can be quite extensive. In this document, we provide an overview of the sequential steps, where you can find **additional information**, and **whom to contact at each stage** for any questions you may have.



EXHIBITOR PORTAL

The Exhibitor Portal is your central hub for participating at ITB Berlin. Here, you can register your exhibition stand, add co-exhibitors, view and confirm orders, and review placement offers.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ITB BERLIN TEAM			Confirmation of stand registration sent via e-mail	Sending the information e-mail regarding hall layout planning start		E-mail notification of the official placement proposal in the Exhibitor Portal
MAIN EXHIBITORS	Log In to the Exhibitor Portal OR, if you're a new customer, create a user account in the Exhibitor Portal at itb.com > LOGIN	Register your stand in the ITB Berlin Exhibitor and create your stand registration at: asp.itb.com/en/instructions/			Register Co-Exhibitors via the Exhibitor Portal at: itb.com/de/buchungsdetails Add Co-Exhibitors now	Accept or decline the placement proposal in the Exhibitor Portal. By accepting the placement proposal through the Exhibitor Portal, the binding participation agreement is established. If declined, the responsible Key Account Manager will contact you and send a new placement offer soon.
FAQ	asp.itb.com/en/instructions/	asp.itb.com/en/instructions/			Co - Exhibitor Registration asp.itb.com/en/registration/	itb.com/de/buchungsdetails
CONTACT	itb@messe-berlin.de	itb@messe-berlin.de	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	Responsible Key Account Manager of the ITB Berlin Team

CONGRATULATIONS! YOU HAVE BEEN ACCEPTED AS AN EXHIBITOR FOR ITB BERLIN 2025.



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	NEXT STEPS These can be carried out simultaneously.							WE LOOK FORWARD TO YOUR PARTICIPATION FROM 4. – 6. MARCH 2025, AT ITB BERLIN 2025!	
ITB BERLIN TEAM	Sending of the order confirmation via e-mail	Sending of the deposit invoice from: messe-berlin@quadiant-eservices.com			Profile maintenance links will be sent to the main contact for the company profile in the ITB Navigator via: noreply@itb.com	Free exhibitor badge codes (available from late November) will be sent to the main contact by Email: tickets@messe-berlin.de Unless stated otherwise in the registration portal, main exhibitors will receive codes for complimentary exhibitor badges based on the following guidelines: For up to 20 m ² of stand space: 3 badges, and for each additional 10 m ² of stand space, 1 additional badge.			Starting May 2025, the final invoices will be sent from: messe-berlin@quadiant-eservices.com
MAIN EXHIBITORS		Payment of the deposit invoice immediately, without deductions.	Orders for all services in the BECO web shop: itb.com/webshop Tickets & parking, permits, installations, logistics, stand services, stand construction & equipment and other services.	Book Sponsorship and Marketing opportunities	Update the company profile in the exhibitor list editor .	If applicable, distribution of the codes to co-exhibitors or redemption (available from December 2024) in the ITB Ticket Shop at: itb.com/tickets	Maintain your personal profile by logging in to ITB Match & Meet review matching suggestions for contacts, search for contacts yourself, and schedule appointments.	Room Booking for Press Conferences and Workshops	Payment of the final invoice immediately, without deductions.
FAQ			BECO web shop	ITB Berlin Advertising and Sponsoring Options	Support Center		Support Center	ITB Berlin Roombooking	
CONTACT	Designated Representatives in your country or the Key Account Managers of the ITB Berlin Team	For inquiries, please contact the Key Account Manager of the ITB Berlin Team or: itb-invoice@messe-berlin.de	Tel. +49 30 3038 1468 beco-support@messe-berlin.de	itb-sponsoring@messe-berlin.de	Direct any questions or callback requests to the Support Center	tickets@messe-berlin.de	Direct any questions or callback requests to the Support Center	itb-roombooking@messe-berlin.de	Key Account Managers of the ITB Berlin Team or: itb-invoice@messe-berlin.de



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
- 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: messtechnik@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	