

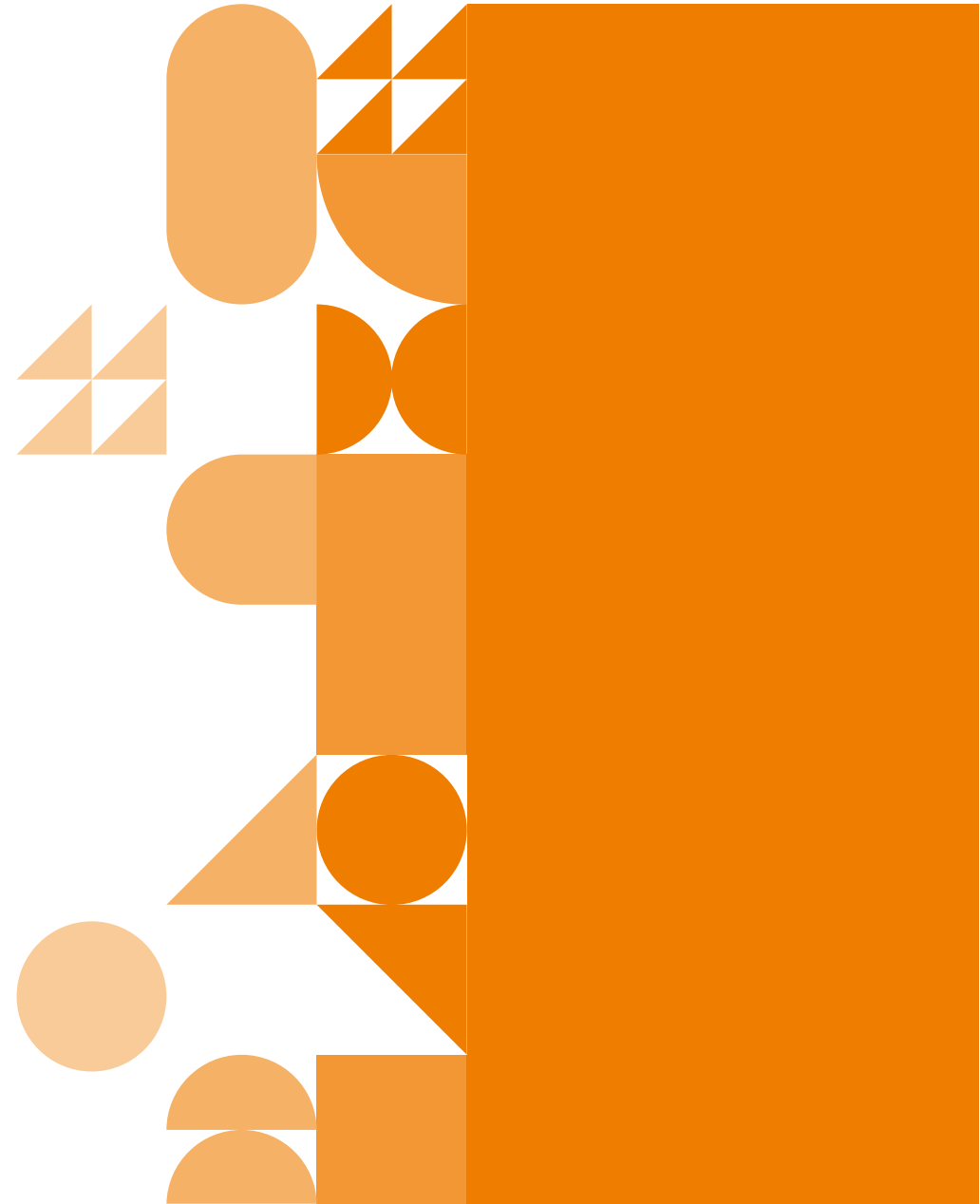


**ITB**  
BERLIN

The World's  
Leading  
Travel Trade  
Show\*

# ITB BERLIN 2025

## EXHIBITOR INFORMATION



# STEP BY STEP TO ITB BERLIN 2025



**ITB  
BERLIN**

The World's  
Leading  
Travel Trade  
Show\*

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 <a href="http://itb.com">itb.com</a> > <b>LOGIN</b>	Register your stand in the ITB Berlin Exhibitor and create your stand registration at: <a href="http://asp.itb.com/en/instructions/">asp.itb.com/en/instructions/</a>			Register Co-Exhibitors via the Exhibitor Portal at: <a href="http://itb.com/de/buchungsdetails">itb.com/de/buchungsdetails</a> 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	<a href="http://asp.itb.com/en/instructions/">asp.itb.com/en/instructions/</a>	<a href="http://asp.itb.com/en/instructions/">asp.itb.com/en/instructions/</a>			Co - Exhibitor Registration <a href="http://asp.itb.com/en/registration/">asp.itb.com/en/registration/</a>	<a href="http://itb.com/de/buchungsdetails">itb.com/de/buchungsdetails</a>
CONTACT	<a href="mailto:itb@messe-berlin.de">itb@messe-berlin.de</a>	<a href="mailto:itb@messe-berlin.de">itb@messe-berlin.de</a>	Designated <b>Representatives in your country</b> or the <b>Key Account Managers of the ITB Berlin Team</b>	Designated <b>Representatives in your country</b> or the <b>Key Account Managers of the ITB Berlin Team</b>	Designated <b>Representatives in your country</b> or the <b>Key Account Managers of the ITB Berlin Team</b>	Responsible <b>Key Account Manager</b> of the ITB Berlin Team

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



**ITB  
BERLIN**

The World's  
Leading  
Travel Trade  
Show\*



## 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: <a href="mailto:messe-berlin@quadiant-eservices.com">messe-berlin@quadiant-eservices.com</a>			Profile maintenance links will be sent to the main contact for the company profile in the ITB Navigator via: <a href="mailto:noreply@itb.com">noreply@itb.com</a>	Free exhibitor badge codes (available from late November) will be sent to the main contact by Email: <a href="mailto:tickets@messe-berlin.de">tickets@messe-berlin.de</a>  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 <sup>2</sup> of stand space: 3 badges, and for each additional 10 m <sup>2</sup> of stand space, 1 additional badge.			Starting May 2025, the final invoices will be sent from: <a href="mailto:messe-berlin@quadiant-eservices.com">messe-berlin@quadiant-eservices.com</a>
MAIN EXHIBITORS		Payment of the deposit invoice immediately, without deductions.	Orders for all services in the BECO web shop: <a href="https://itb.com/webshop">itb.com/webshop</a>  Tickets & parking, permits, installations, logistics, stand services, stand construction & equipment and other services.	Book Sponsorship and Marketing opportunities	Update the company profile in the <a href="#">exhibitor list editor</a> .	If applicable, distribution of the codes to co-exhibitors or redemption (available from December 2024) in the ITB Ticket Shop at: <a href="https://itb.com/tickets">itb.com/tickets</a>	Maintain your personal profile by logging in to <a href="#">ITB Match &amp; Meet</a> 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			<a href="#">BECO web shop</a>	<a href="#">ITB Berlin Advertising and Sponsoring Options</a>	<a href="#">Support Center</a>		<a href="#">Support Center</a>	<a href="#">ITB Berlin Roombooking</a>	
CONTACT	Designated <a href="#">Representatives in your country</a> or the <a href="#">Key Account Managers of the ITB Berlin Team</a>	For inquiries, please contact the <a href="#">Key Account Manager of the ITB Berlin Team</a> or: <a href="mailto:itb-invoice@messe-berlin.de">itb-invoice@messe-berlin.de</a>	Tel. +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>	<a href="mailto:itb-sponsoring@messe-berlin.de">itb-sponsoring@messe-berlin.de</a>	Direct any questions or callback requests to the <a href="#">Support Center</a>	<a href="mailto:tickets@messe-berlin.de">tickets@messe-berlin.de</a>	Direct any questions or callback requests to the <a href="#">Support Center</a>	<a href="mailto:itb-roombooking@messe-berlin.de">itb-roombooking@messe-berlin.de</a>	<a href="#">Key Account Managers of the ITB Berlin Team</a> or: <a href="mailto:itb-invoice@messe-berlin.de">itb-invoice@messe-berlin.de</a>

A brand of  
**MESSE  
BERLIN**



### BECO

The [BECO Webshop](#) for ITB Berlin is the ordering platform for all products and services needed for organizing a successful exhibition presence. Here, you can order items such as tickets, parking spaces, logistics, stand construction & equipment, stand services, installations, and obtain permits.