

EXHIBITOR GUIDE

Here you will find all important **INFORMATION & FACTS** about the fair.

DIRECTION & LOCATION:

* Please click this link -> [**DIRECTION & LOCATION**](#)

DELIVERY OF GOODS / CONSTRUCTION:

WED, 20.10.2021: from 09:00 to 24:00

THU, 21.10.2021: from 09:00 to 24:00

FRI, 22.10.2021: **only with request**

* **On Friday there will be the technical inspection/acceptance of your stand equipment between 09:00 and 11:00.**

COLLECTION OF GOODS / DISMANTELING:

SUN, 24.10.2021: from 06:00 to 24:00

MON, 25.10.2021: from 09:00 to 17:00

* Please note that **if your goods are not collected on Monday, 25th of October 2021 by 17:00 at the latest**, they will be sent to *Schenker's warehouse*, where storage fees will be charged.

OPENING TIMES - FAIR:

FRI, 22.10.2021: from 11:00 to 20:00

SAT, 23.10.2021: from 11:00 to 20:00

SUN, 24.10.2021: from 11:00 to 18:00

* **Exhibitors are allowed to enter the exhibition hall every day from 09:00.**

OPENING TIMES - OUTDOOR AREA:

FR, 22.10.2021: until 22:00

SA, 23.10.2021: until 22:00

SO, 24.10.2021: until 24:00 (dismanteling)

OPENING TIMES - FAIR OFFICE:

WED, 20.10.2021: from 10:00 to 18:00

THU, 21.10.2021: from 10:00 to 18:00

FRI, 22.10.2021: from 10:00 to 18:00

SUN, 24.10.2021: from 10:00 to 18:00

* **On Wednesday and Thursday you can PICK UP YOUR PASSES** (you will find the number on your invoice).

* You can find us in the **hall -> staircase -> next to #219**.

DELIVERY OF GOODS:

* The goods **will be accepted from Wednesday, 20th of October 2021 at 09:00**.

* Please **send** your goods & materials **to the following address**:

ARENA BERLIN
C/O MARY JANE BERLIN
Eichenstraße 4
12435 Berlin
GERMANY

Company and/or stand name: _____

Stand number (you will find the number on your invoice) : _____

* For the **correct allocation of goods**, please state the **company and/or stand name + stand number!!!**

* **If the information is missing, the goods cannot be accepted!!!**

4 Options for the delivery of your goods:

1. You **choose the shipping company Schenker** (contact see below).
Please click this link -> [**SHIPPING MANUAL**](#) and [**SHIPPING TARIFF**](#)
2. You **choose your own shipping company**.
3. You **deliver your goods yourself**.
4. You **send the goods by post** to the above address -> **ARENA BERLIN** (with company or stand name and/or stand number).

Opened gates for delivery:

- * **Truck** -> gate: Rolling Gate, 1, 9
- * **Car/Van** -> gate: 3, 9
- * **Plan gates** -> please click this link -> [**PLAN HALL GATES**](#)

Service by Mary Jane:

- * The shipping company **Schenker** will provide help with the unloading and bring the goods to your booth. For this service please inform **Schenker** about the number/amount of your pallets, as well as a **time window of your delivery** (see contact below).
- * With **self-delivery** we are providing a **pallet truck**, which you can use to bring your palettes to your booth. Please understand that there may be **waiting times** if many exhibitors arrive at the same time.

SCHENKER - CONTACT:

- a) **Mike Penkert**
Mail: mike.penkert@dbschenker.com
Phone: +49 30 301 2995 – 442
Fax: +49 30 301 2995 – 8442
Mobile: +49 151 6133 8063

or

- b) **Stefanie Wilhelm**
Mail: stefanie.wilhelm@dbschenker.com
Phone: +49 30 301 2295 443
Mobile: +49 160 9741 6710

COLLECTION OF GOODS:

- * Please note that if the **goods are not collected on Monday, 25th of October 2021 by 17:00 at the latest**, they will be sent to *Schenker's warehouse*, where **storage fees will be charged**.

TECHNOLOGY & SAFETY:

- * Please note the **maximum height of your stand construction is 4,5m**.
- * The material of your **own stand construction or furniture** must comply with the **general fire protection regulations** as well as the **statics guidelines** and must be **verified with valid certificates** in German or English
- * For **details** -> please click this link -> [**TECHNICAL GUIDELINES ARENA BERLIN**](#) (Pos. 9&8).
- * For a **short form** -> please click this link -> [**TECHNICAL GUIDELINES MARY JANE BERLIN**](#)
- * For your **material** -> please click this link -> [**LIST OF USED MATERIALS**](#)
- * Please note that **no cardboard boxes** may be stored **on the stand**.

STAND CONSTRUCTION & MATERIAL:

- * Mary Jane Berlin will provide the **stand walls**.
- * For the **dimensions and details**
-> please click this link -> [**STAND CONSTRUCTION MATERIAL DESCRIPTION**](#)

STORAGE:

- * The following storage facilities will be **available throughout the fair**:
- 1. **storage- side hall** (opposite exit gate 10) **only accessible during set-up and dismantling** and will be guarded : **for pallets and packaging containers** (no open paper goods or cardboard boxes, these are to be packed into the containers).
- 2. **storage- main hall** (room: foyer 1 + foyer 2) accessible **during the entire duration of the fair** and will be guarded: **for required material during the fair** (please store as little as possible, as the areas are limited -> thank you!).

CABINE INSIDE BOOTH:

- * Please draw the **lockable cabin** in the stand and **on which side the door should open**.
- * For the **drawing** -> please click this link -> [**STAND SKETCH**](#)

FURNITURE & EXTRAS:

- * Our partner company *Expofair* supplies you with everything you need to **design your exhibition stand**.
- * For the **catalogue/order form** -> please click this link -> [**FURNITURE-RENTAL**](#)
- * You will find the **contact** and the **deadline for the order** -> **28th of September 2021** on **the form**.

HOSTESSES:

- * Our partner company *Sapeur* will be happy to provide you with **staff for your stand**.
- * For more **information** -> please click this link -> [**HOSTESSES**](#)

HOTEL:

- * On our homepage you will find a **list with hotels close to the location** -> please click this link -> [**HOTELS**](#)

SPONSORING:

- * The **graphic templates and information** will be sent separately to the sponsors.
- * Please note the **deadline** for the submission of **graphic data -> 24th of September 2021**.

BUSINESS-LOUNGE:

- * Place : **Hoppetosse**
- * Time : Opening Time Fair

AUSSTELLER-GET-TOGETHER:

- * Place : **Hoppetosse**
- * Time : FR 22.10.2021 from 20:00

AFTER PARTY:

- * Place: **Will be announced soon.**
- * Time: SA 23.10.2021 from 22:00

ADDITIONAL INFORMATION:

- * **Admission to the stand** requires full payment of the invoice before the start of the set-up.
- * **Your stand must be occupied** during the entire opening hours of the fair.
- * **Early dismantling** of the stand (before the fair closes) is not permitted.
- * The **distribution of advertising material** outside the rented stand area is not allowed without permitted.
- * For the **daily waste disposal** of your stand, you have to provided it in bags on the corridor.
- * A **cash machine** will be set up in front of the main entrance.
- * **Free wi-fi** is provided.
- * Next supermarket is located in the „**Park Center Treptow**“ -> just 10 minutes walking.

!!!

- * **Dogs** are not allowed anywhere on the exhibition grounds.
- * **Smoking inside** is not allowed.
- * **Acoustic advertising media** are only permitted if the volume does not disturb the neighbours and the fair's own announcement systems are not drowned out.
- * The **playing of own music** on the stand is not permitted.
- * The **display or sale of illegal substances** is not permitted.

INFO ON CORONA:

- * **Prerequisite for entry** to the fair is **vaccination, recovery OR rapid test**.
- * Make sure to **keep your distance** and wear a **mask indoors**.
- * There is a **quick test centre in front of the entrance** where **tests** (nose, saliva) are provided at a **cost of €5,00**.

The **Mary Jane Team** is looking forward to welcome you in Berlin!