

MARY JANE BERLIN – INFO - EXHIBITOR GUIDE 2022

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

OPENING HOURS - FAIR - VISITORS:

FR, 15.07.2022 from 11:00 to 20:00.

SA, 16.07.2022 from 11:00 to 20:00

SO, 17.07.2022 from 11:00 to 18:00

* **Exhibitors** can enter the exhibition hall **every day from 09:00**.

OPENING HOURS - OUTDOOR AREA:

FR, 15.07.2022 until 22:00

SA, 16.07.2022 until 22:00

SO, 17.07.2022 until 24:00

OPENING HOURS - EXHIBITION OFFICE:

MI, 13.07.2022 from 10:00 to 18:00

DO, 14.07.2022 from 10:00 to 18:00

FR, 15.07.2022 from 10:00 to 18:00

SA, 16.07.2022 from 10:00 to 18:00

SO, 17.07.2022 from 10:00 to 18:00

* The **Exhibition Office** is located in Hall 1, after the entrance on the right - staircase.
You will find the location on the plan in the fair magazine or in the hall.

* You can pick up the **passes** on **Wednesday, 13.07. and Thursday 14.07.2022** at the fair office.
You will find the number of passes on your invoice.

* You can buy more **day tickets** at the fair office or online.
Link: [TICKETS](#)

APPROACH & LOCATION:

* Here you can find the address of the location and a map to get there.
Link: [DIRECTION & LOCATION](#)

DELIVERY & SET-UP:

MI, 13.07.2022 from 09:00 to 24:00

DO, 14.07.2022 from 09:00 to 24:00

Receipt of goods: from Wednesday, 13.07.2022 at 09:00.

Opened gates:

Truck gate: rolling gate, 1, 9

Car gate: 3, 9

Link: [PLAN HALL GATES](#)

COLLECTION & DISMANTLING:

SO, 17.07.2022 from 18:00 to 24:00
MO, 18.07.2022 from 09:00 to 17:00

* Please note the **deadline** to **pick up the goods on Monday, 18.07.2022 by 17:00 at the latest**, otherwise the goods will be delivered to the Schenker warehouse, for which storage fees will be charged.

SHIPMENT OF GOODS - TO ARENA BERLIN:

* Please note that **the acceptance of the goods** is only possible **from Wednesday, 13.07.2022 at 09:00** (delivery times see delivery & set-up).

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

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

Company name:
Booth name:
Booth number:

* For correct allocation of goods please indicate company name + stand name + stand number.

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

* You can find the stand number on the invoice.

Delivery with the shipping company Schenker:

* Please note that the **delivery to the warehouse of the shipping company Schenker** is possible **from Friday, 8.7.2022 to Friday, 8.7.2022**.

Link: [TRANSPORT GUIDELINE](#) and [TRANSPORT TARIFF](#)

Contact:

(a) **Mike Penkert**
Mail: mike.penkert@dbschenker.com
Tel: +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
Tel: +49 30 301 2295 443
Mobile: +49 160 9741 6710

Self-delivery:

- * You commission a transport company of your choice, deliver the goods yourself or send the goods by post or courier service to the Arena Berlin (for address see sending of the goods to the Arena Berlin).
- * Please note that in the case of **self-delivery**, the goods can only be accepted **from Wednesday, 13.07.2022 at 09:00** (for delivery times, please see Delivery & Set-up).

Service of Mary Jane:

- * The **shipping company Schenker** will help with unloading and will bring the goods to your stand and the transport pallets and boxes to the arena warehouse. On Sunday after the closing your transport material will be brought back to your stand.
- * For this service, please inform Schenker about the number/quantity of your pallets, as well as a time window of your delivery (contact see delivery with Schenker).
- * In case of self-delivery, we will provide you with a pallet truck, with which you can to the stand yourself. Please understand that there may be longer waiting times if several exhibitors if several exhibitors arrive at the same time.

STAND CONSTRUCTION - TECHNOLOGY & SAFETY:

- * Please note the **deadline for submission of certificates** on **Friday, 10.06.2022**.
- * **Technical inspection/acceptance** of stand equipment will take place **on Friday, 15.07.2022, between 9:00 and 11:00**, where all valid certificates must be provided in German or English language.
- * Please note the **maximum height** of 4.5m when **constructing** the stand.
- * The **material of your own stand construction** must comply with the general **fire protection** regulations as well as the **statics** guidelines and must be proven with valid certificates.
- * The **furniture & materials** used (shelves, chairs, decoration, seat cushions, etc.) must be **flame retardant** and proven with valid certificates.
- * **Wood materials** must be able to prove fire protection impregnation or fire protection coating.
- * **No cardboard boxes** may be located or stored **on the stand**.
- * Info: **Details**
Link: [TECHNICAL GUIDELINES - ARENA BERLIN](#)
- * Info: **Short version**
Link: [TECHNICAL GUIDELINES - MARY JANE BERLIN](#)
- * Info: **Your material**
Link: [LIST OF USED MATERIAL](#)
- * Info: **Stand walls** (provided by Mary Jane Berlin)
Link: [STAND CONSTRUCTION MATERIAL DESCRIPTION](#)

STORAGE:

- * During the entire duration of the fair there is the possibility of storing the transport boxes and pallets, as well as the goods of daily use.

FOR BOOKING - CABIN INSIDE BOOTH:

- * Please note the **deadline** for the **submission of the booth sketch** on **Wednesday, 15.06.2022**.
Link: [STAND SKETCH](#)

- * Draw the booth walls with indication where the aisle is, position the booth with door and whether to open to the left or right.

FURNITURE & EXTRAS:

- * Please note the **deadline** for **ordering furniture & extras** on **Wednesday, 15.06.2022**.
Link: [FURNITURE & EXTRAS ORDER FORM](#)
Link: [FURNITURE & EXTRAS ONLINE REQUEST TUTORIAL](#)

- * Our partner company **Expofair** will supply you with everything you need to design your stand (contact see order).

- * Send the order or online request directly to Expofair.

HOSTESSES:

- * Our partner company **Sapeur** will be happy to provide you with staff for your booth.
Link: [HOSTESSES](#)

HOTEL:

- * Here you can find a list of hotels near the location.
Link: [HOTELS](#)

SPONSORING:

- * Please note the **deadline** for **submitting graphic data** on **Friday, 10.06.2022**.
Link: [SPONSORING](#)

- * Graphic artwork and information will be sent to sponsors separately.

BUSINESS-LOUNGE:

- * Place : Hoppetosse
- * Time : Opening hours fair

EXHIBITOR-GET-TOGETHER:

- * Place : Hoppetosse
- * Time : FR 15.07.2022 from 20:00

AFTER PARTY:

- * Place: To be announced
- * Time: SA 16.07.2022 from 22:00

FURTHER INFORMATION:

- * For daily **waste disposal**, please provide waste in bags in the corridor.
- * An **ATM machine** is placed in front of the main entrance.
- * **Free wifi** is available.
- * The **nearest supermarket** is located in the **Park Center Treptow** only 10 minutes walk.

!!! ABSOLUTELY TO NOTE:

- * **Admission to the stand** requires full payment of the stand before the start of construction.
- * **Staffing of the stand** must be guaranteed during the entire opening time.
- * **Acoustic advertising** materials are allowed only after consultation with the exhibition organization.

!!! NOT ALLOWED:

- * The **distribution of advertising material** outside the rented stand area without permission.
- * **Dogs** on the entire exhibition grounds.
- * **Smoking** is allowed in the entire **indoor** area.
- * **Playing** your own **music** at the booth.
- * The **display or sale of illegal substances**.
- * An **early dismantling** of the stand (Dismantling times, see Collection & Dismantling).

INFO ON CORONA:

- * The fair for 2022 is provisionally confirmed and approved under the **3G regulation**.
Access only for **vaccinated, recovered or tested** with **mask in the inside** and respecting the rules of distance.
- * In the front of the entrance is a quick test center where **Rapid tests** (nose, saliva) are provided at a cost of €5.00.
- * **Registration Coronatest**
Link: [QUICK TEST REGISTER](#)
- * **Check-in with luca App**
Link: [LUCA APP](#)
- * In case of changes we will inform you as soon as possible.

The whole **Mary Jane team** is looking forward

to welcome you in July 2022 at the 6th edition in the Arena Berlin!