

MARY JANE BERLIN – INFO - EXHIBITOR GUIDE 2023

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

OPENING HOURS - FAIR - VISITORS:

FR, 23.06.2023 from 11:00 to 20:00

SA, 24.06.2023 from 11:00 to 20:00

SU, 25.06.2023 from 11:00 to 18:00

* **Exhibitors** can enter the exhibition hall **every day from 09:00** -> only on **FR** already **from 08:00**, so that the **completion of the stand** is guaranteed **by 10:00**.

OPENING HOURS - OUTDOOR AREA:

FR, 23.06.2023 from 11:00 to 22:00

SA, 24.06.2023 from 11:00 to 22:00

SU, 25.06.2023 from 11:00 to 18:00

OPENING HOURS - EXHIBITION OFFICE:

WE, 21.06.2023 from 09:00 to 18:00

THU, 22.06.2023 from 09:00 to 18:00

FR, 23.06.2023 from 10:00 to 18:00

SA, 24.06.2023 from 10:00 to 18:00

SU, 25.06.2023 from 10:00 to 20:00

* 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 your **passes on Wednesday, 21.06. and Thursday, 22.06.2023** at the fair office.
You will find the quantity of passes on your invoice, the reservation- and booking confirmation.
No passes are required during set-up and dismantling.

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

BUSINESS-LOUNGE:

* Location: **Hoppetosse + Esco-Bar**

* Time : Opening hours fair

EXHIBITOR-GET-TOGETHER:

* Location: **Esco-Bar**

* Time : FR 23.06.2023 from 20:00

AFTER PARTY:

* Location: **Arena Club + Pool & Beach + Hoppetosse + Esco-Bar**

* Location: SA 24.06.2023 from 22:00

APPROACH & LOCATION:

* Here you find the **address of the location** and a map to get there.

Link: [DIRECTION & LOCATION](#)

DELIVERY & SET-UP:

* **Delivery of goods from Wednesday, 21.06.2023 at 09:00.**

* **Open gates** -> for trucks roller shutter, gate 1, 9 // for cars gate 3, 9

Link: [PLAN HALL GATES](#)

* In order to **shorten the unloading and waiting times**, a deposit of €50.00 will be taken, which includes an unloading time of 30 minutes. On exit this deposit will be refunded.

* **Set-up inside** -> **Delivery** WE, 21.06.2023 and THU, 22.06.2023 from 09:00 to **23:30**

-> **Set-up** WE, 21.06.2023 and THU, 22.06.2023 from 09:00 to 24:00

* **Set-up outside** -> **Delivery** THU, 22.06.2023 from 15:00 to **23:30**

-> **Set-up** THU, 22.06.2023 from 15:00 to 24:00

COLLECTION & DISMANTLING:

SO, 25.06.2023 from 18:00 to 24:00

MO, 26.06.2023 from 09:00 to **14:00**

* When leaving the stand, please **register** the **remaining goods for collection** at the trade fair office or at the desk of Schenker.

* Please note the **deadline until Monday, 26.06.2023 by 14:00 at the latest** to **pick up the goods**, 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 **goods will not be accepted before Wednesday, 21.06.2023 at 09:00** (for delivery times, please 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

your **Company name**:

your **Booth name**:

your **Booth number**:

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

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

* You **find the stand number on the invoice, the reservation- and booking confirmation**.

Delivery with the shipping company Schenker:

* Please note the **deadline until Friday, 16.06.2023 at 16:00** for the **delivery to the warehouse of the shipping company Schenker**.

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

Contact Schenker: Mike Penkert

Mail: mike.penkert@dbschenker.com

Tel: +49 30 301 2995 - 442

Fax: +49 30 301 2995 - 8442

Mobile:+49 151 6133 8063

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 the **goods will not be accepted before Wednesday, 21.06.2023 at 09:00** (for delivery times, please see “Delivery & Set-up”).
- * 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”).
- * We are providing a **pallet truck**, which you can use. Please understand that there may be longer waiting times, if several exhibitors arrive at the same time.

STORAGE:

- * We are offering **2 storage rooms** during the fair at your own responsibility:

Magazine -> transport boxes and pallets - with fire protection guard - no access during the fair).

Foyer -> Goods for daily use - with security - access for exhibitors only during the fair.
!!!No pallet goods - cannot be used with lift trucks or similar.

STAND CONSTRUCTION - TECHNOLOGY & SAFETY:

- * Please note the **deadline until Friday, 26.05.2023** for **submission of certificates and the list of used material** and send it **directly to Bodo Maier -> maier@bodoatom.com**
- * **Technical inspection/acceptance** of stand equipment **takes place during set-up-times**, where all valid certificates must be provided in German or English language.
- * **Important Information with the links:**
 - Link: [TECHNICAL GUIDELINES - ARENA BERLIN](#)
 - Link: [TECHNICAL GUIDELINES - MARY JANE BERLIN](#)
 - Link: [LIST OF USED MATERIAL](#)
 - Link: [STAND CONSTRUCTION MATERIAL DESCRIPTION](#)
- * Please note the important information such as **Technical Guidelines / List of used material / Stand construction material description.**
- * A complete **list of the used materials** must exist.
- * Please note the **maximum height** of 4.5m when **constructing** the stand. For heights of 2.5 m and more, a **proof of stability** is absolutely necessary.

- * The **stand walls** are included in the stand price and will be erected by our partner company Expofair.
- * Please note the **dimensions of the actual stand size**.
-> e.g. 3x3m, the internal dimensions are 2.93m wide and 2.97m deep
-> each additional metre is plus 0.99m
- * For stands over 3m, **partitions of 0.5m** are erected for stability. In some cases, which have to be checked on site, wall stumps (feet) can also be installed.
- * 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.
- * When **constructing stands outdoors** (A stands), please note the wind load, i.e. that the stand must be securely.
- * The **furniture & materials** used (shelves, chairs, decoration, seat cushions, etc.) must be **flame retardant** and proven with valid certificates.
- * **Tools used for stand construction** that generate dust are only permitted with extraction.
- * **Wood materials** must be able to prove fire protection impregnation or fire protection coating.
- * When using **trusses and other metal constructions**, please plan for **earthing**, which must be connected to the power distributor by the installer of the truss construction.
- * **No cardboard boxes** may be located or stored **on, behind or next the stand**.
- * If anything is glued down (carpet, posters, etc.), then only with **glue/tape** that can be removed without leaving any residue.

Floor: Rapid Air film from Oracal, Tesa 4671 Tape, Tesa 53949 Tape
PhotoTex self-adhesive fabric for prints

As a base for e.g. double-sided adhesive tapes, we recommend precision crepe tape strong (KRPBA-PRAEZ-STRONG) from Würth: Link: [Precession Crepe tape](#)

Wall: It depends on the type of poster. We recommend Patafix from UHU or Powerstripes from Tesa. **Expofair** can provide both items.

- * Please note that **sticking labels/stickers** on the entire exhibition grounds, including sanitary areas, is prohibited and will incur very high **cleaning costs!!!**
- * Please note the **deadline until Friday 26.05.2023** for **ordering electricity**.

FURNITURE & EXTRAS:

- * Please note the **deadline until Monday, 29.05.2023** for **ordering furniture & extras**.
Link: [FURNITURE & EXTRAS ORDER FORM](#)
Link: [FURNITURE & EXTRAS ONLINE REQUEST TUTORIAL](#)
- * Send the **order** or online request **directly to Expofair** -> info@expofair-berlin.de
- * Please note the **deadline until Tuesday, 23.5.2023** for the **graphic data at Expofair** (stand lettering, printing for walls, counters, etc.).

- * Our partner company **Expofair** will supply you with everything you need to design your stand (contact see “order”).
- * The hall only has basic lighting, which means that I recommend **lamps** for special stand, especially as in the summer the windows on the ceiling are darkened because of the heat.
- * The hall does have air conditioning, but with the doors open the cooling is extremely weakened, so I recommend a **fan**.

FOR BOOKING - CABIN INSIDE BOOTH:

- * Please note the **deadline until Friday, 26.05.2023** for the **submission of the booth sketch**.
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 and send the sketch.

HOSTESSES:

- * Our partner company **Sapeur** will be happy to provide you with **staff** to look after/support your stand during the fair-> eventstaff@sapeur.de
Link: [HOSTESSES](#)

HOTEL:

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

SPONSORING:

- * Please note the **deadline until Friday, 26.05.2023** for **submitting graphic data**.
Graphic artwork and information will be sent to sponsors separately.
Link: [SPONSORING](#)

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 plus 2 more.
- * **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** 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).

The whole **Mary Jane team** is looking forward to welcome you to Berlin in 2023!