

CHECKLIST FOR EXHIBITORS

Logistics, arrival, set-up and dismantling

- All exhibitor passes must be generated in advance. You can redeem your ticket code in the **ticket shop**. Your ticket will be scanned upon entry. **There is no possibility to enter the exhibition grounds without an exhibitor pass.**
- The **traffic guide** informs you about set-up and dismantling times as well as entry rules.
- Access by vehicle to the **exhibition grounds** is at Gate 9 (Messedamm 22, 14055 Berlin).
- For access by vehicle to the exhibition grounds during set-up and dismantling, a slot for a fee via **Visifair** must be booked. A service fee of EUR 5 per hour will be charged for this. The booking is possible from 1 September 2024. Further information can be found **here**.
Communication takes place via traffic-visifair@messe-berlin.de. **Event code for Visifair: x7VtT**
- Important: You may not leave your containers or lorry trailers on the exhibition ground without booking a corresponding parking space via the **BECO webshop**. Otherwise they will be towed away for a fee.
- Delivery and pick-up during the fair hours are possible from 8 to 10 a.m. each day with the deposit arrangement. For more information, please see the **traffic guide**.
- Please read the **safety and technical guidelines** and the general **conditions of participation** in your contract.
- Forwarding services via Schenker Deutschland AG can be booked **here**; cash payment is no longer possible.

Exhibitor passes, parking passes, additional stand equipment

- You will receive your free exhibitor pass codes in advance in September via e-mail from tickets@messe-berlin.de. Please generate your exhibitor passes on your own in the **ticket shop**.
- Parking tickets, additional exhibitor passes for which a fee is charged, as well as additional stand equipment and furnishings can be purchased in our **BECO webshop**. In addition, you must organize the **cleaning and waste disposal** on your stand area and can also order these in the **BECO webshop**. To make bookings in the **BECO webshop**, you must register independently via the platform.
Communication takes place via beco-support@messe-berlin.de and todo@messe-berlin.de.
Billing takes place via the final invoice.
- For orders placed on site on set-up days, timely delivery cannot be guaranteed.
- You will receive the final invoice after the event in December 2024 from the sender address messe-berlin@quadiant-eservices.com.

During the days of the fair

- Each stand must be properly equipped and staffed by competent personnel during the exhibition opening hours of 10 a.m. to 7 p.m.
- Early dismantling of the stand violates the General Terms and Conditions of Messe Berlin GmbH. In this case we reserve the right to impose a contractual penalty in the amount of 500 EUR net with the final invoice.
- **Security advice:** Please keep a constant eye on your valuables during the set-up period and the duration of the fair and do not leave any goods at the stand overnight on the last day of the fair.
- We recommend that you take out theft insurance. Messe Berlin accepts no liability.
Surveillance of the stand can be ordered additionally by you via the **BECO webshop**.
- Please make sure to declare your goods properly when entering Berlin from abroad. Customs will be on the road at Bazaar Berlin and will check goods at the stand. Customs clearance of your goods is your responsibility.
- Decorative materials must be at least flame-retardant (class B1) and non-flammable dripping, according to DIN 4102-1, with limited smoke development or must be at least class C-s2, d0 according to DIN EN 13501-1.
- We recommend that you also offer cashless payment options to Bazaar Berlin visitors at your stand, such as **Paypal** or **SumUp**.

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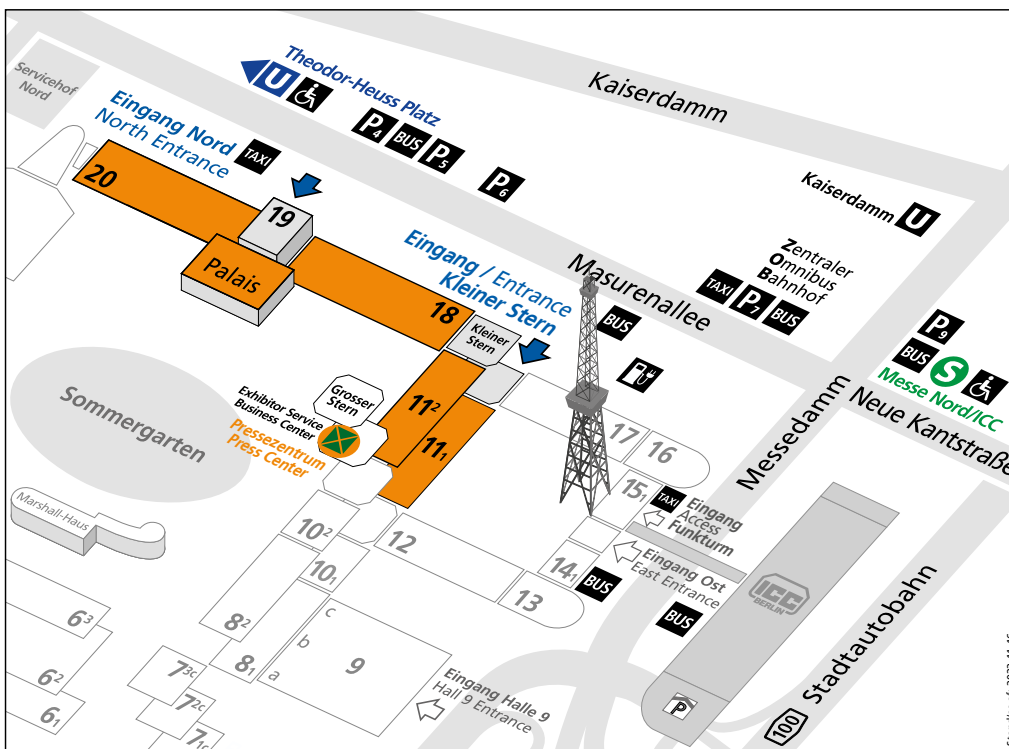
Successful participation through targeted trade fair marketing

- Announce your participation at Bazaar Berlin on your social media channels, your website or in your newsletter. Use the graphics, texts and images from our **communication kit**.
- We are interested in the very personal stories behind your products, which we would like to tell and share on our website, in our newsletter and on our social media channels. How are the items produced? What materials are used? Do you use traditional manufacturing processes? Who manufactures the items? What makes your product unique? Please send the information (texts, pictures and videos) in German or English directly to bazaar-presse@messe-berlin.de.
- Your booked media package includes the independent maintenance of your entry in the **exhibitor directory** of Bazaar Berlin. You will receive the relevant information and access in September from noreply@bazaar-berlin.de. Should you wish to book additional services, you will find an overview [here](#).

General information about the exhibition grounds

- Please note our **warning about unofficial exhibitor directories and services**. If you receive such e-mails or have any doubts, please contact us: bazaar@messe-berlin.de.
- **Tap water** throughout the venue is drinking water and can be consumed without hesitation.
- Shopping facilities near the exhibition centre:
 Rossmann (drugstore): Heerstraße 11-13, 14052 Berlin
 Aldi Nord (supermarket): Theodor-Heuss-Platz 7, 14052 Berlin
 Rewe (supermarket): Theodor-Heuss-Platz 6, 14052 Berlin

Exhibition Grounds



 Bazaar Berlin

 Entrances North & Kleiner Stern




TRAFFIC GUIDE

Entrance gate 9 (Messedamm) to Palais am Funkturm
and to halls 11.1, 11.2, 18, 19, 20



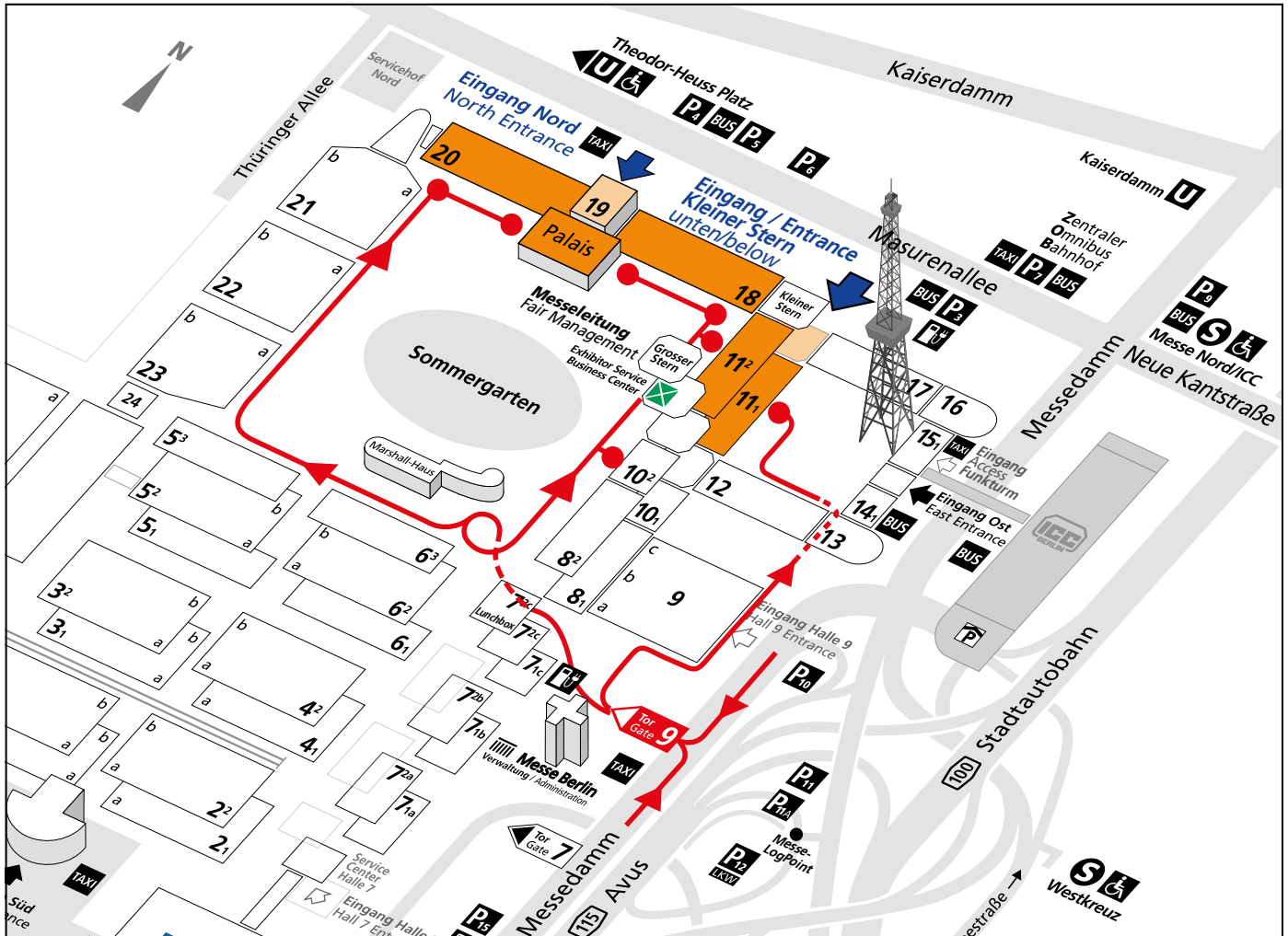
6 – 10 Nov. 2024

Access to the exhibition grounds during set-up and dismantling is only possible with the fee-based booking of a loading zone. A service fee of EUR 5 per hour will be charged.

		 Cars/Transporters Total length up to 6 m max. dwell time: 2 hours	 TRUCKS Total length 6–12 m max. dwell time: 3 hours	 TRUCKS Total length: >12 m max. dwell time: 3 hours
Build up 4.–5.11.2024	4.11.2024	8 a.m. – 10 p.m.	8 a.m. – 10 p.m.	8 a.m. – 10 p.m.
	5.11.2024	8 a.m. – 3 p.m. constructive 8 a.m. – 6 p.m. decorative	8 a.m. – 3 p.m. constructive 8 a.m. – 6 p.m. decorative	8 a.m. – 3 p.m. constructive 8 a.m. – 6 p.m. decorative
Fair runtime 6.–10.11.2024	6.–9.11.2024	Car-entry only with parking ticket	Delivery 8 a.m. – 10 p.m. max. dwell time: 1 hour Deposit: EUR 200	Delivery 8 a.m. – 10 p.m. max. dwell time: 1 hour Deposit: EUR 200
	10.11.2024	Car-entry with parking ticket only until 5 p.m.	max. dwell time: 1 hour Deposit: EUR 200 Delivery NO ENTRANCE	Delivery NO ENTRANCE
Dismantling 10.11.2024	10.11.2024	Start of dismantling 7 p.m. End of dismantling 12 a.m. Dismantling traffic Entry from 8 p.m.	Start of dismantling 7 p.m. End of dismantling 12 a.m. Dismantling traffic Entry from 8 p.m.	Start of dismantling 7 p.m. End of dismantling 12 a.m. Dismantling traffic Entry from 8 p.m.
Loading zone booking		The loading zone booking will take place from 1.9.2024 via the following Link: https://visifair-bookings.messe-berlin.de/		
Event Code		x7Vt (You can use the event code to log in for Bazaar Berlin 2024 after registration.)		
Deposit		The deposit is EUR 200 per vehicle and trailer. Please have the amount ready. The deposit is forfeited if the departure time is exceeded. Please refer to the deposit receipt for your exit time.		
Forwarding Company		Schenker Deutschland AG: Phone +49 30 301 2995 420, Fax +49 30 301 2995 429, Email fairs.berlin@dbschenker.com		
Notes		Parking is only permitted with the appropriate permit. Unauthorised vehicles/loading units parked on the exhibition grounds will be moved at the owner's risk and subject to a charge. Parking facilities for trucks outside the exhibition grounds are located on the parking lot P12 AVUS-Nordkurve.		

As of: 1.3.2024, Subject to alterations.

ACCESS MAP EXHIBITION GROUNDS



 Bazaar Berlin

 Entrances North & Kleiner Stern

 Access Halls 11.1, 11.2, 18, 20 and Palais am Funkturm