

CHECKLIST FOR EXHIBITORS

Logistics, arrival, set-up and dismantling

- The [traffic guide](#) informs you about set-up and dismantling times as well as entry rules.
- [Access to the exhibition grounds](#) is at Gate 9 (Messedamm 22, 14055 Berlin).
- All exhibitor passes must be generated in advance. You can redeem your ticket code in the [ticket store](#). Your ticket will be scanned upon entry. **There is no possibility to enter the exhibition grounds without an exhibitor pass.**
- **NEW!** For access to the exhibition grounds during set-up and dismantling, a paid slot must be booked via [Visifair](#). A service fee of 5 EUR per hour will be charged for this. The booking is possible from 25.09.2023. The old deposit arrangement is no longer valid. Further information can be found [here](#).
Event code for Visifair: vYueS
- Delivery and pick-up during the fair hours is 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](#) as well as 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

- The number of free exhibitor passes depends on your booked stand size (see [Conditions of Participation](#)).
- 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](#). You will be invoiced via the final invoice.
- For orders placed on site during the set-up days, timely delivery cannot be guaranteed.
- You will receive the final invoice by e-mail after the event in December 2023.

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. and manned by competent personnel.
- 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.
- 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](#).
- 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.
- 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.

General information about the exhibition grounds

- Tap water throughout the fairgrounds is drinking water and can be consumed without hesitation.
- Shopping facilities near the exhibition grounds:
 - Rossmann (drugstore): Heerstraße 11-13, 14052 Berlin
 - Aldi Nord (supermarket): Theodor-Heuss-Platz 7, 14052 Berlin
 - Rewe (supermarket): Theodor-Heuss-Platz 6, 14052 Berlin
- Pensions and hotels near the exhibition grounds:
 - Motel and Restaurant AVUS: Halenseestraße 51, 14055 Berlin
 - Ibis Berlin Messe: Messedamm 10, 14057 Berlin
 - Hotel Messe: Wundtstrasse 72, 14057 Berlin
 - Pension Am Park: Sophie-Charlotten-Strasse 57, 14057 Berlin
 - HappyGoLucky Hotel + Hostel: Stuttgarter Pl. 17, 10627 Berlin




TRAFFIC GUIDE

Entrance gate 9 (Messedamm) to Palais am Funkturm
and to halls 10.1, 11.1, 11.2, 18, 19, 20



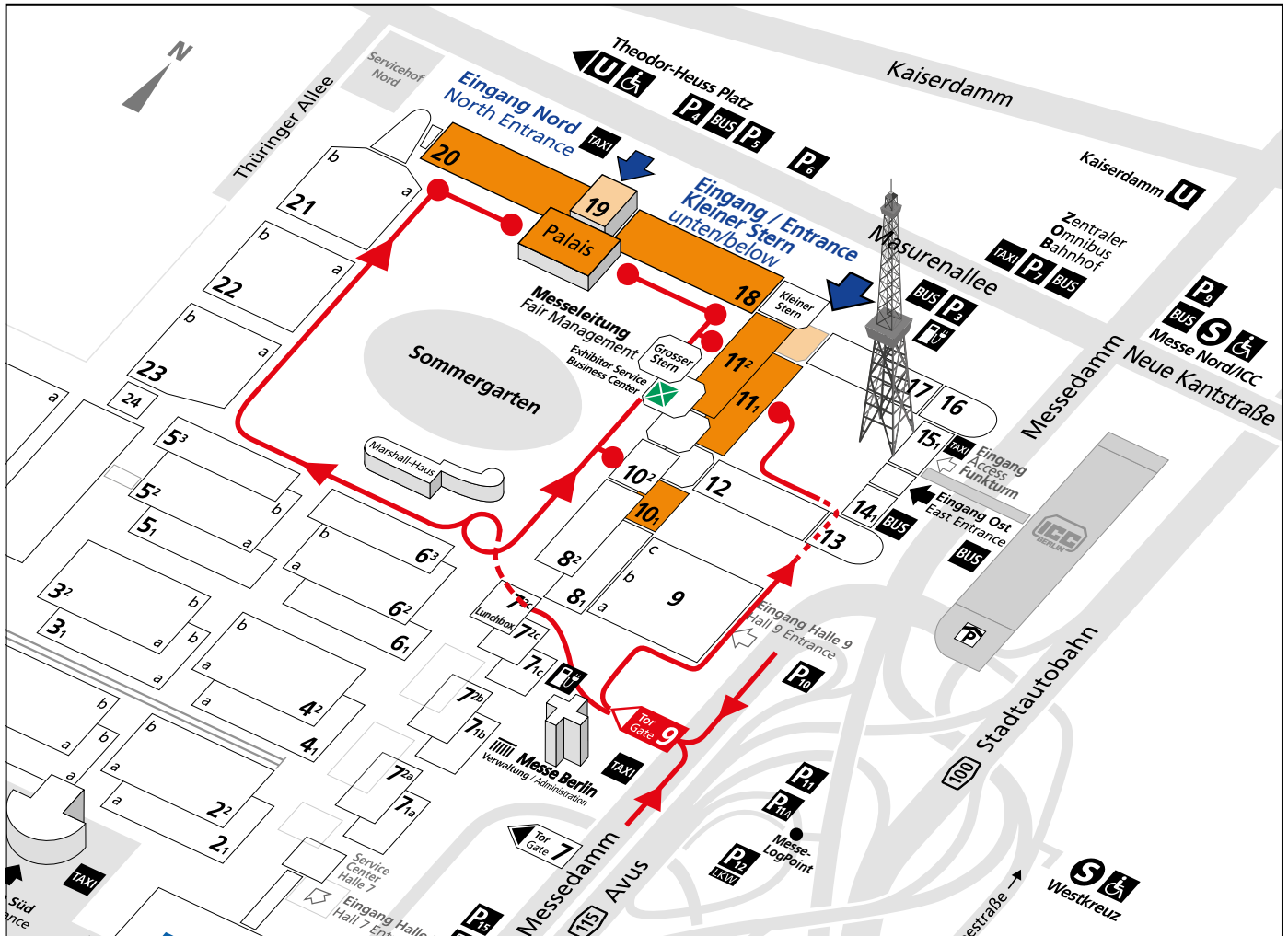
8 – 12 Nov 2023

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 6m max. dwell time: 2 hours	 TRUCKS Total length 6m – 12m max. dwell time: 3 hours	 LKW Gesamtlänge: >12 m max. dwell time: 3 hours
Build up 6.11. – 7.11.2023	6.11.2023	8 a.m. – 10 p.m.	8 a.m. – 10 p.m.	8 a.m. – 10 p.m.
	7.11.2023	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 8.11. – 12.11.2023	8. – 11.11.2023	Car-entry only with parking ticket	Delivery 8 a.m. – 10 a.m. max. dwell time: 1 hour Deposit: 200 EUR	Delivery 8 a.m. – 10 a.m. max. dwell time: 1 hour Deposit: 200 EUR
	12.11.2023	Car-entry with parking ticket only until 5 p.m.	max. dwell time: 1 hour Deposit: 200 EUR NO ENTRANCE	NO ENTRANCE
Dismantling 12.11.2023	12.11.2023	Start of dismantling 7 p.m. End of dismantling 12 p.m. Dismantling traffic Entry from 7:30 p.m.	Start of dismantling 7 p.m. End of dismantling 12 p.m. Dismantling traffic Entry from 7:30 p.m.	Start of dismantling 7 p.m. End of dismantling 12 p.m. Dismantling traffic Entry from 7:30 p.m.
Loading zone booking	The loading zone booking will take place from 25.09.2023 via the following Link: https://visifair-bookings.messe-berlin.de/			
Event Code	vYueS (You can use the event code to log in for Bazaar 2023 after registration)			
Deposit	The deposit is 200 EUR 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 Comp.	Schenker Deutschland AG Tel.: +49 (0)30 301 2995 420, Fax: +49 (0)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. Trucks can be parked in car park P12 AVUS-Nordkurve during set-up, the trade fair and dismantling.			

As of: 21.09.2023, Subject to alterations.

ACCESS MAP EXHIBITION GROUNDS



Eingang Nord
North Entrance



Eingang / Entrance
Kleiner Stern
unten/below



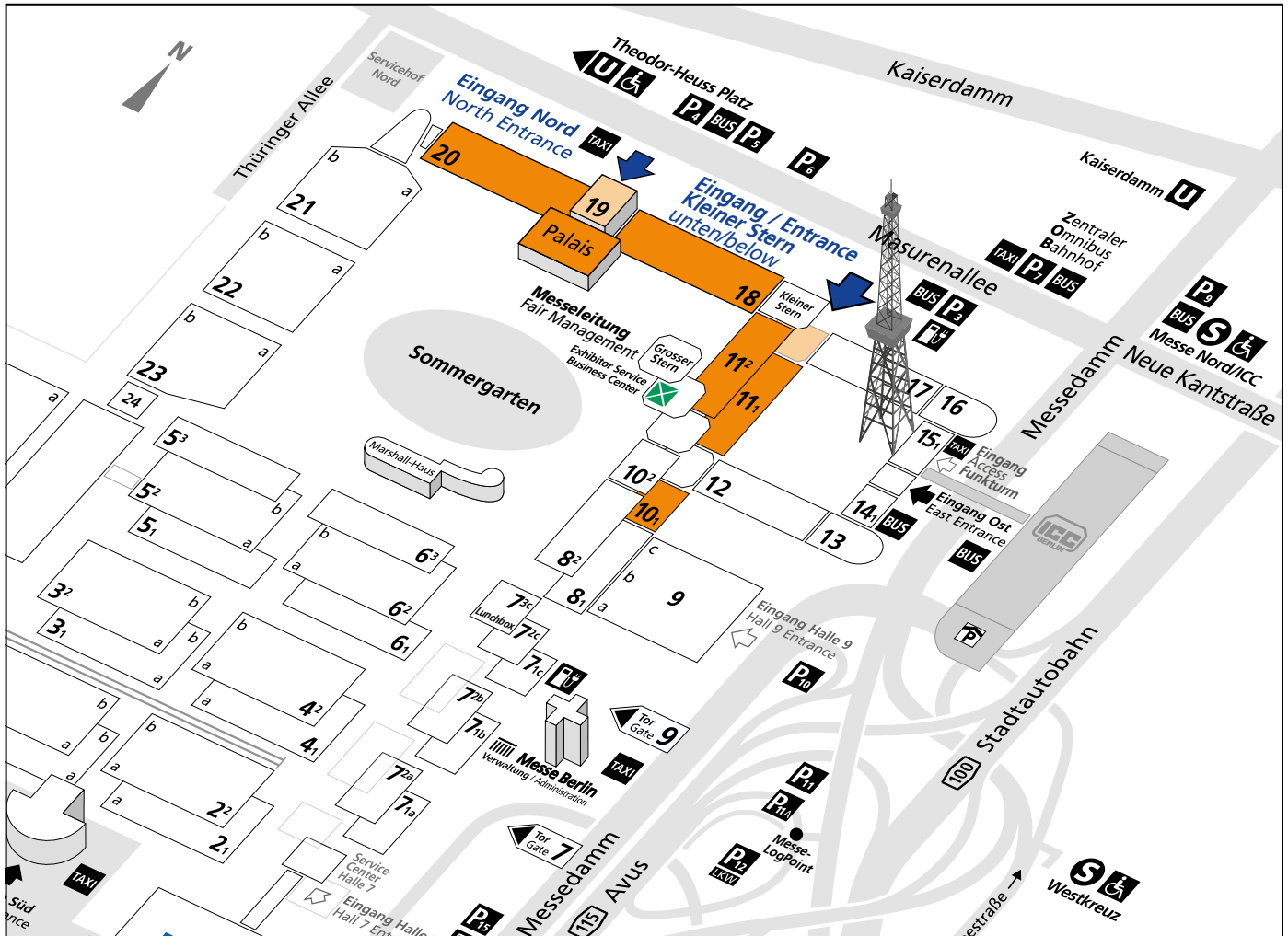
Bazaar Berlin






Zufahrt Hallen 10.1, 11.1, 11.2, 18, 20 und Palais am Funkturm

Access Halls 10.1, 11.1, 11.2, 18, 20 and Palais am Funkturm

EXHIBITION GROUNDS



-  **Eingang Nord**
North Entrance
-  **Eingang / Entrance**
Kleiner Stern
unten/below
-  **Bazaar Berlin**