

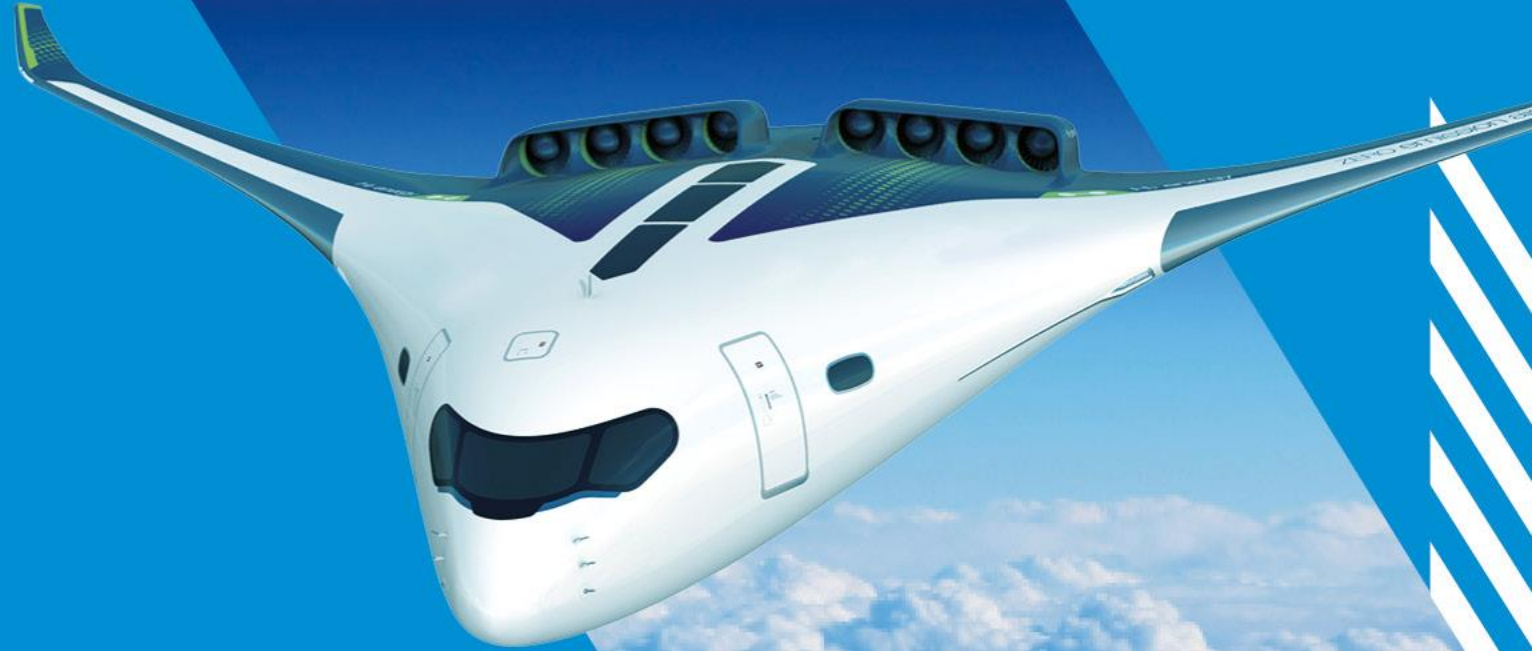


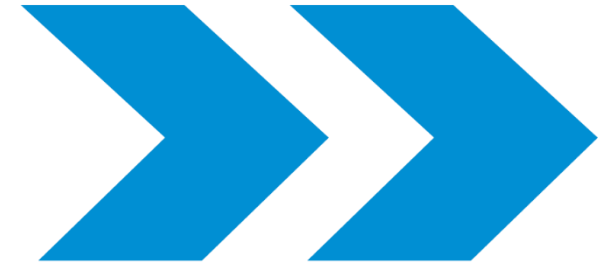
ILA BERLIN

PIONEERING AEROSPACE

Berlin ExpoCenter Airport
June 5 – 9, 2024

www.ila-berlin.com





ILA Berlin 2024 Service Manual

Version: 27 Feb 2024

5 – 9 June, 2024



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01 // GENERAL INFORMATION*

SHOW DATES

5 – 9 June 2024
5 – 7 June 2024

ILA Berlin 2024
International Supplier Center ISC (Hall 6)

OPENING HOURS EXHIBITORS

5 June 2024	08:00 – 19:00
6 June 2024	08:00 – 19:00
7 June 2024	08:00 – 19:00
8 June 2024	08:00 – 19:00
9 June 2024	08:00 – 19:00

OPENING HOURS VISITORS

Trade Visitors

5 June 2024	10:00 – 18:00
6 June 2024	10:00 – 18:00
7 June 2024	10:00 – 18:00

Public Visitors

8 June 2024	10:00 – 18:00
9 June 2024	10:00 – 18:00

available at the [WEBSHOP](#). Booking is subject of additional costs and confirmation by the technical department.

GENERAL SET UP HOURS

28 May – 3 June 2024	07:00 – 22:00
4 June 2024	07:00 – 16:00

Set up and dismantling in the Static Display Area

The setup and dismantling schedules for mobile structures and aircraft positioning in the Static Display Area are planned separately to ensure a technically feasible positioning sequence. However, until the separate planning is finalized, the times mentioned above are applicable in principle. Regardless, construction and design must be completed by 18:00 on 4 June 2024. Dismantling may commence at 17:00 on 9 June 2024, at the earliest.

DISMANTLING HOURS

10 – 13 June 2024	07:00- 22:00
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Dismantling before this designated time is not permitted. Any failure to adhere to this rule may result in a fine imposed by the organizer.

Further information and guidelines can be found within the [General Terms and Conditions Messe Berlin](#) and [Special Terms and Conditions ILA Berlin](#) such as in the [Exhibitor Zone](#).

**Schedule and deadlines are correct at time of going to press. Please check the Exhibitor Zone for any updates.*

02 // SERVICES AND CONTACTS

WEBSHOP

The ILA Berlin [WEBSHOP](#) is the official booking platform for all services and facilities your company requires for participation, ranging from floral decorations to VAT refunds, water installations, and parking permits.

To place an order in the [WEBSHOP](#), you must provide your confirmed booth number, which can be found on both the order confirmation and the down payment invoice. If you require any further information or guidance our service teams are at your service. Please be aware that it is mandatory to create an account before booking.

EXHIBITOR ZONE

The Exhibitor Zone serves as your central platform for active participation in ILA Berlin 2024. Use this platform to seamlessly submit your stand registration, register co-exhibitors, and manage your placement offers. Also we have created a documents database here for all exhibitors. Ensure a smooth and efficient planning experience by utilizing the features available here. The exhibitor zone can be reached through the following link: www.ila-berlin.de/en/exhibitor/registration

ILA MEET & CONNECT

The B2B matchmaking program #ILAconnectandmeet brings together exhibitors and visitors from numerous European countries and around the world during the show from June 5 - 7. This is a unique opportunity to establish new business contacts, partnerships and contracts. The meetings can be arranged in hall 6 in the dedicated matchmaking area ILA Connect & Meet · Networking Hub or at your stand. The one-to-one meetings can be arranged in advance here:

<https://ilaconnectandmeet.b2match.io/>

SERVICE	CONTACT
ILA Berlin Sales & Exhibition Team Partnerships, On-site Branding & Interactive Online Marketing Options, Flying and static display requests	WEBSHOP Tel: +49 30 3038 2153 exhibitor-ila@messe-berlin.com
Capital Catering GmbH	WEBSHOP Tel: +49 30 3038 2993 cateringservice@capital-catering.de www.capital-catering.de
Capital Services GmbH Pre-tailored Stand Building Packages and additional Stand Services	WEBSHOP Tel: +49 30 3038 1415 systems@mb-capital-services.de
Capital Services GmbH Online Entry, List of Exhibitors and ILA Online Platform	WEBSHOP Tel: +49 30 3038 2500
Capital Services GmbH Additional exhibitor passes	WEBSHOP +49 30 3038 - 2993 tickets@messe-berlin.de
Schenker Deutschland AG Exclusive Logistics Agent for Transport, Logistics & Customs	WEBSHOP Tel: +49 30 301 2995 420 fairs.berlin@dbschenker.com
Exhibitor Services	WEBSHOP Tel.: +49 30 3038 1400 fair-service@messe-berlin.de
Technical Event Management Stand Construction Approval, Technical Support Exhibition	WEBSHOP Tel: +49 30 3038 4024 Tel: +49 30 3038 4028 messetechnik@messe-berlin.de
WEBSHOP All additional services and guidelines	WEBSHOP beco-support@messe-berlin.de +49 30 3038 1400

03 // DEADLINES AT A GLANCE

Schedule and deadlines are correct at time of going to press. Please check online for any updates.

DEADLINE	ACTION	DETAILS	LINK OR CONTACT
11. March 2024	Submission of chalet construction plans	Please submit the plans/drawings in case of changes or modifications to the construction and basic equipment of the chalet modules to our technical department.	messetechnik@messe-berlin.de
March 2024	Update your company profile at ILA Digital Platform	Update your ILA Online / Exhibition Guide: entries for exhibitors/co-exhibitors	
March 2024	Register for ILA Meet & Connect	The matchmaking event #ILAconnectandmeet brings together exhibitors and visitors from numerous European countries and around the world during the show from June 5 - 7. This is a unique opportunity to establish new business contacts, partnerships and contracts. The meetings will take place in hall 6 in a dedicated matchmaking area ILA Connect & Meet Networking Hub in presence and will be arranged in advance via this website.	https://ilaconnectandmeet.b2match.io/
March 2024	Register for the ILA Talent Hub	The TALENT HUB at ILA Berlin is where companies from the aerospace industry meet their new talents. With its Talent Slams and Talent Tours, it offers recruiters an efficient way to find suitable candidates and get in touch with them directly.	Registration
16. April 2024	Stand construction plans for official approval (if required)	Please double check the Technical Guidelines if your construction requires official approval.	Technical Guidelines
08 May 2024	Submission <u>War Weapons Control Act</u> (KWKG)	Each main exhibitor and co-exhibitor is obliged to complete the form " <u>Military Weapons Statement</u> ", <u>even</u> if no war weapons are exhibited.	Statement concerning Military Weapons
08 May 2024	Registration Advanced Set-up	Advanced set-up needs to be requested, ordered and confirmed in advance. Application form can be found at the Webshop. Advanced set-up schedule and available dates may differ between the different areas and thus needs to be re-confirmed by our technical department.	WEBSHOP
22 May 2024	Clients invitations deadline	The ILA Berlin is providing special voucher codes on request that will only be charged in case of booking. Please be aware that these voucher codes will have an expiry date. Tickets are divided in trade visitor tickets (valid from June 5 – 7, 2024) and public visitor tickets. These public visitor ticket vouchers are only redeemable until May 3, 2024.	WEBSHOP
29 May 2024	Meeting Room Booking	Meeting rooms can be requested and booked using the corresponding order form available in the documents database. The order form provides additional details on available sizes and included AV equipment.	Documents Database
Individual Deadlines	Webshop Services	You can conveniently order all additional services for your booth through our Webshop. Please take note of the deadlines specified for each service. Orders received after these deadlines will incur a late fee. Additionally, please be aware that the availability of some services cannot be guaranteed after the specified deadlines stated in the Webshop.	WEBSHOP
22 April 2024	EEN Matchmaking opens	From this date on you are able to pre-schedule meetings together with trade visitors or other companies within the European Enterprise Network's matchmaking platform.	https://ilaconnectandmeet.b2match.io/
24 April 2024 10:00 – 12:00 CET	Online Exhibitor Briefing / english	This meeting provides our exhibitors with an overview of the latest guidelines and final preparations for the ILA Berlin 2024 in english.	Click here to join the meeting Meeting ID: 330 060 415 152 Passcode: 7Z3gSY
26 April 2024 10:00 – 12:00 CET	Online Exhibitor Briefing / german	This meeting provides our exhibitors with an overview of the latest guidelines and final preparations for the ILA Berlin 2024 in german.	Click here to join the meeting Meeting ID: 369 243 434 772 Passcode: CTNkot

04 // REGISTRATION



04 // REGISTRATION

TICKETING & REGISTRATION

Clients Invitations // NEW

It is the responsibility of the corporate exhibitor that any guests and/or clients **MUST** be registered and in possession of the appropriate registration to access the show. The ILA Berlin is providing special voucher codes on request that will only be charged in case of booking with the final invoice. Please be aware that these voucher codes will have an expiry date. Tickets are divided in trade visitor tickets (valid from 5 – 7 June, 2024) and public visitor tickets. These public visitor ticket vouchers are only redeemable until **22 May 2024 and have limited availability**. Otherwise, if the permitted visitor capacity of the fairground is exceeded, access can no longer be guaranteed. For bookings please visit the [WEBSHOP](#) (category Tickets and Parking).

Additional Exhibitor Badges

Each exhibitor receives a given number of badges in correlation to how many square meters booked. The number of included badges is stated on your order confirmation or stand allocation proposal but you can calculate the complimentary number as well by using our [stand rental calculator online](#). Please note that these included exhibitor badge voucher codes will be sent to the main exhibitor automatically.

Individuals in possession of an Exhibitor Badge have:

- Access to the fairground during exhibitor opening hours
- Access to the fairground during the general set up and dismantling hours

Additional exhibition badges are available through the [WEBSHOP](#). Exhibitor badges will be personalized and therefore non-transferable. After booking in the webshop exhibitor badges names must be registered online under www.ila-berlin.de/en/tickets with the help of the advanced sent redeem voucher codes. After ordering, the codes will be sent by e-mail from tickets@messe-berlin.de. Exhibitor badges will not be available to be purchased onsite. Please note that it is not possible to specify any different billing address from your main order billing address in the webshop account. The owner of the account is automatically the recipient/payee for such orders. It is possible to add a co-buyer, but not another recipient. However, it is possible to enter the PO number for each order to facilitate order tracking.

04 // REGISTRATION

TICKETING & REGISTRATION

Instructions for Multiple Invoice Addresses for Additional Exhibitor Badges or Services:

If your exhibiting company requires multiple invoicing addresses for additional services, you can set this up through the "co-exhibitor" feature in the [WEBSHOP](#). Each legal entity needing its own invoicing address must create a separate account as a co-exhibitor within the [WEBSHOP](#). To avoid invoice splitting later on, it's essential to always provide the corresponding PO number at the time of ordering. After successful registration and ordering, the purchaser will receive a set number of exhibitor badge voucher codes via email. These codes can be distributed to members or clients of the entity. Recipients can then register these voucher codes in the [ticket shop](#). Please note that name changes to registrations can only be made before the badges are printed.

Instructions for Uniform Company Names on the Badges:

If you prefer to have a uniform company name for all your entities on the exhibitor badges, please inform all purchasers that only one uniform company name should be entered in the "company name" field during voucher code registration in the [ticket shop](#).

Contractor / Third Party Supplier Badges

Each company is entitled to receive contractor badges granting access during build up and dismantling hours only. Every supplier is obliged to display the badge on request at all accesses of the venue. It is mandatory that each supplier orders the contractor badges well in advance which is free of charge within the [WEBSHOP](#). Without these badges you will not be allowed to access into the venue.

General Registration

The registration platform for all other types of registrations can be found under the following link: www.ila-berlin.de/en/tickets



05 //

TECHNICAL

INFORMATION

05 // TECHNICAL INFORMATION

DELIVERY, ACCESS & PARKING

Delivery Address

Berlin ExpoCenter Airport
GATE EAST
Messestraße 1
12529 Schönefeld

Shipping Address

The staff on site will not accept any deliveries. Please ensure that a member of your stand team is available to accept deliveries. If the courier requires access to the fairground an access permit booking is required through VisiFair during build up and dismantling dates.

Please enter the following delivery address:

Company name exhibitor, contact name onsite, telephone number
ILA Berlin 2024 - Hall & stand number
Berlin ExpoCenter Airport
Messestraße 1,
12529 Schönefeld

Logistics Agent

DB Schenker has been appointed as the official logistics contractor and as such is the only company providing handling, storage and customs clearance for this show. All information and handling tariff can be found in the [WEBSHOP](#).

05 // TECHNICAL INFORMATION

DELIVERY, ACCESS & PARKING

Truck and Vehicle Access to the Fairground via VisiFair (during build up and dismantling) // NEW

VisiFair is the official access management system for vehicles of the ILA Berlin 2024. It enables the scheduled booking of loading zones on the fair ground and guides the transports directly or via log points "just in time" to the site. Please be aware that the booking of slots is at additional costs. Loading time and location are binding. Please be informed that a separate account needs to be created at VisiFair. For bookings please create an account under <https://visifair-bookings.messe-berlin.de>.

Truck and Vehicle Access to the Fairground via VisiFair (during show days) // NEW

During show days and opening hours, deliveries will not be managed through VisiFair and do not need to be booked in advance. Instead, there will be a LogPoint at the east gate where deliveries can access the fairground by placing a cash deposit of 200 EUR. To receive a refund of the deposit, the fairground must be vacated within 1 hour.

05 // TECHNICAL INFORMATION

DELIVERY, ACCESS & PARKING

Parking

There will be a parking lot directly located at the entrance west. A limited number of parking spaces for exhibitors will be available in parking lot P2 from 27 May - 14 June 2024 and are only accessible with a valid parking permit. Parking spaces can be ordered in advance through the [WEBSHOP](#).

Vehicles with entry permits may only be permanently parked in assigned areas. The trade fair management, technical management, or security personnel may relocate or remove vehicles from the fairground if necessary. Violations will result in the revocation or suspension of entry permits. Vehicles and trailers remaining on the rented area during the event as exhibits or service vehicles must be positioned during setup. Entry onto the Static Display Area (SDA) and the Fence Road is permitted only after registration and clearance by the security control center.

For Chalet Owner

Two parking spaces in front the chalets are included in the price of one booked chalet. These parking spaces also include access authorization to the fairground. A limited number of additional parking spaces can be ordered via the [WEBSHOP](#) at additional costs.

Traffic Guide

Please also see the guidelines in the [Traffic Guide](#).

Further Information

Additional regulations can be found in the [technical guidelines](#).

SET-UP

The official schedule can be found on page 4. Additionally please follow the guidelines in the [Traffic Guide](#). Registration instructions for build-up, dismantling and show can be found on page 8. A vehicle access permit needs to be ordered in advance. Instructions are explained on page 11 ff.

Advanced Set-up

Advanced set-up needs to be requested, ordered and confirmed in advance. Application form can be found at the [WEBSHOP](#). Advanced set-up schedule and available dates may differ between the different areas and thus needs to be re-confirmed by our technical department.

Please note that you are also required to register your contractors for the advanced set-up as per instructions on page 8.

05 // TECHNICAL INFORMATION

Booth Construction

Stand construction approval (indoor & outdoor)

The rental fee for exhibition space covers FLOOR SPACE ONLY as confirmed in your order confirmation. All superstructures (carpet, partition walls etc.) must be provided or ordered in addition and are the responsibility of the exhibitor. In order to meet local Health & Safety regulations and specifications of the organiser, the overall impression should be transparent, aisles are to be kept free. By definition all "open" sides must be accessible to delegates and thus any dividing walls or panels on the "open sides" must not exceed 1.50 m height.

Stand construction is governed by structural regulations detailed in the [Technical Guidelines \(indoor\)](#) and [Technical Guidelines \(outdoor\)](#). Depending on the stand design further approval may be required. Please check the corresponding Technical Guidelines for further instructions.

Construction heights

The regular clear internal height of stand structures is at least 2.50 m, measured from floor surface level. The maximum height in all exhibition halls is 6.0 m. This rule does not apply in the areas which are designated as construction-free zones of the air venting openings (3 door systems in each hall). In these, the maximum permitted construction height is 3.0 m within an area with a length and width of 6.0 m.

Back wall

Any surfaces facing a neighboring stand must appear completely neutral (white), clean, free of any electric cables and must not contain text or graphics particularly for extended partition walls in height. All walls should be clearly separated and distinct from your neighboring exhibitors and all exhibitors are responsible for their own walls at all times. Please note that it is the responsibility of each exhibitor to ensure that at all closed sides of your exhibition space are solid fixed walls or a shell scheme. Stand construction and further services can be found and ordered within the official [WEBSHOP](#).

Clearance of stand structure design

In some cases, exhibitors are required to submit a construction plan to messetechnik@messe-berlin.de at least 6 weeks before the exhibition setup begins. The specific structures that need to be submitted are outlined in the [technical guidelines](#). Please consult with your contractor to determine if your planned stand structure requires further submission or approval. Vehicles (including show trucks, stage trucks, buses etc.) and containers used as exhibition and presentation stands in halls, other enclosed event areas and the open-air grounds are subject to clear.

05 // TECHNICAL INFORMATION

BOOTH CONSTRUCTION

Corporate Name & Booth Number

All booths must clearly show the allocated stand number.

Furniture, Booth Construction, Audio-Visual Equipment, Electricity

Please visit the [WEBSHOP](#) which provides you with all services you are most likely to need for your booth, outdoor spaces or chalet. Please note furniture, booth construction and electrical connections are not included in the general space rental fee for ILA Berlin exhibition and have to be ordered separately.

Exhibition Halls Technical Information

Hall specification can be found [here](#).

Exhibitor Liability and Insurance Cover

All information can be found in the [Special Terms and Conditions of the ILA Berlin](#).

CHALET

The single-story chalet modules feature an aluminum structure with barrel roofs, covered by white light-tight canvas. Each individual chalet module measures 10 meters by 10 meters, providing a total of 100 square meters of space. These modules can be seamlessly combined with other chalet modules to create larger integrated structures. Additionally, each chalet unit includes a terrace offering a scenic view of the flight line. For further flexibility, additional constructions such as extensions and entrance halls can be constructed in the open area in front of each chalet module. These extensions can have a maximum width of 2.50 meters, with their designs subject to approval.

Chalet Masterplan

Can be found under the following link: [Chalet Masterplan](#)

05 // TECHNICAL INFORMATION

EXHIBITORS WITH AIRCRAFTS

The special requirements and guidelines for companies bringing in aircrafts can be found at our [special terms and conditions](#).

Information displays for your aircraft can soon be ordered at the [WEBSHOP](#).

ILA Berlin 2024

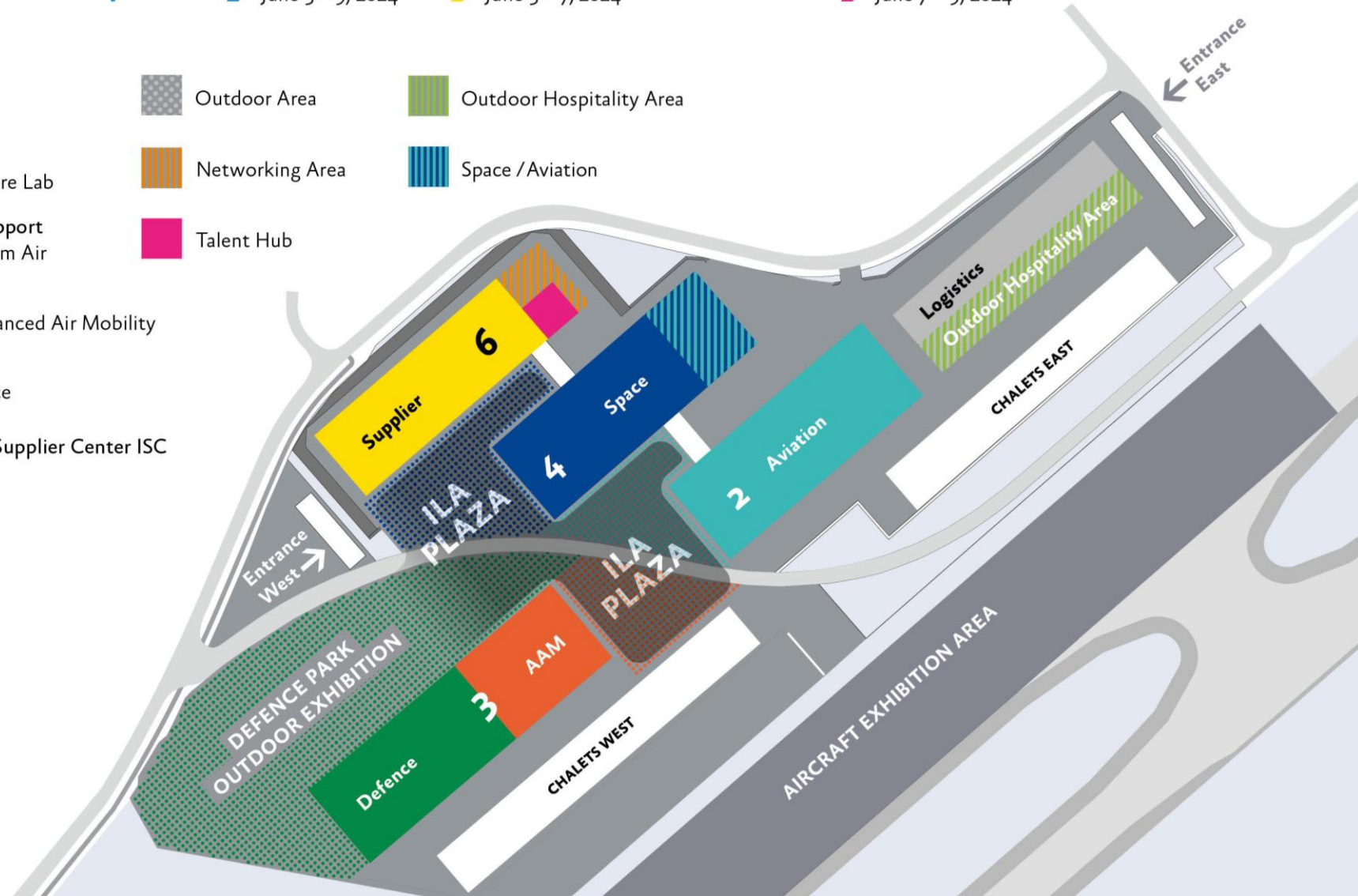
ILA Berlin
June 5 – 9, 2024

International Supplier Center ISC
June 5 – 7, 2024

ILA Talent Hub
June 7 – 9, 2024

- Logistics
- 2 Aviation
ILA Stage Future Lab
- 3 Defence & Support
ILA Stage Forum Air
- 3 AAM
ILA Stage Advanced Air Mobility
- 4 Space
ILA Stage Space
- 6 International Supplier Center ISC

- Outdoor Area
- Networking Area
- Talent Hub
- Outdoor Hospitality Area
- Space / Aviation





06 //

ADDITIONAL INFORMATION

06 // ADDITIONAL INFORMATION

PARTNERSHIPS, ONSITE BRANDING & ONLINE MARKETING OPTIONS

We are thrilled to introduce you to our brand-new Partnership Brochure. This exciting publication opens the door to an entirely new dimension of collaboration, offering you the opportunity to position your company as a leading force in the aerospace industry of tomorrow. The Partnership Brochure can be downloaded [HERE](#).

Interactive Marketing Options

From exclusive panel discussions to immersive experiences, explore avenues to captivate your audience and leave a lasting impression.

On-site Visibility

Choose from a wide array of on-site branding options that put your brand in the spotlight, maximizing exposure among industry experts and enthusiasts.

Partnerships

Progress through distinct partnership levels, unlocking enhanced benefits at each stage. Achieve your goals with strategic investments tailored to your brand's needs. Contribute to the show's content and become acknowledged as expert within the field.

DELEGATIONS

We are eager to increase last ILA's numbers in delegations (159) and countries (77). In order to streamline the delegation management process, we will introduce our so called „events calendar“ to you around Easter. We will provide a link to this platform, where you can identify VIP guests and contact the respective PoC and ask them to add your booth to the program.

Please note that all official delegations are invited, hosted, and facilitated by the BDLI – the German Aerospace Industries Association. The decision to visit specific exhibition stands is made by the head of each delegation, based on the information provided by all companies within our ILA Digital platform.

06 // ADDITIONAL INFORMATION

STATEMENT CONCERNING MILITARY WEAPONS

All exhibitors are required to fill out and return the statement form. In addition exhibitors displaying goods that are subject to the German War Weapons Control Act (KrWaffKontrG) must list these separately under "Statement concerning Military Weapons" no later than 4 weeks before the start of the exhibition and ensure that they will comply with the regulations of the Federal Republic of Germany for the handling of these special goods. Military weapons exhibited at the ILA may only be exhibited in unloaded, safe and secure condition. After the end of the event these goods must be removed from the exhibition grounds without delay. Foreign exhibitors must immediately re-export the military weapons from the Federal Republic of Germany, if necessary in consultation with the German customs authorities.

The form is available to download at the [documents database](#).

INVOICING & ACCOUNTING

The entire booking for your exhibition space, chalets and aircraft fees can solely be done within our registration portal online under www.ila-berlin.com. After successful registration, you will automatically receive an allocation proposal for your stand or chalet within the system. You can then either confirm or refuse this proposal within a given timeframe. The proposal will include a complete overview of the costs and your allocation within the floor plan. Only after the final confirmation of your stand allocation a down payment invoice will be issued. Final invoices will be issued shortly before or after the show depending of the requested services.

TRAVEL & ACCOMMODATION

Remember to check your country's VISA requirements and apply for your visa in due course if required. We recommend to book your accommodation well in advance in order to ensure a preferred rate and availability. Preferred rates for travel and accommodation can be found under the following link: [Travel Service](#)

VISA APPLICATION

In July 2013 a decree was issued by the German Ministry of Foreign Affairs that an invitation letter by the trade show organizer is as a rule no longer needed when applying for visa in order to attend a trade show in Germany. All Visa Centers as well as German Embassies and Consulates were informed about this decree <http://www.auma.de/en/>. Here you can find the overview of [visa fees](#). Please refer in your visa application to this. If an embassy insists on a letter of invitation, please contact the official Messe Berlin representatives of your country. These can be found under the following link: <https://www.messe-berlin.de/en/company/messe-berlin-worldwide/>

Additional information regarding the visa application procedure, requirements for the issue and application forms in different languages are available at the website "[visa regulations](#)" of the German Foreign Office as well as at the respective websites of the embassies and consulates general. Persons requiring a visa to enter Germany should submit their applications in good time prior to the respective trade show. A visa application is possible up to three months before entry.

06 // ADDITIONAL INFORMATION

ILA Digital & ILA App

The scope of your digital presence is defined in the booked Media Package, which is included in the stand registration. The digital presence includes the exhibitor overview, the online platform ILA Digital and the ILA app. The exhibitor overview is integrated into the ILA Berlin website. On ILA Digital, exhibitors and trade visitors can find all exhibitor, product and program information quickly and conveniently. To edit your exhibitor entry, you will receive an e-mail with further information and link to the platform. The Procedure will be explained to you in detail in the e-mail. You are completely flexible in filling your profile and can make changes at any time.

ILA MEET & CONNECT // NEW

The B2B matchmaking program #ILAconnectandmeet brings together exhibitors and visitors from numerous European countries and around the world during the show from June 5 - 7. This is a unique opportunity to establish new business contacts, partnerships and contracts. The meetings can be arranged in hall 6 in the dedicated matchmaking area ILA Connect & Meet · Networking Hub or at your stand. The on-site meetings can be arranged in advance here: <https://ilaconnectandmeet.b2match.io/>

CATERING

Official Catering Provider

Capital Catering is the official catering provider and located directly at the fairground and has over 40 years of gastronomic experience at congresses and trade fairs. Catering services can be easily ordered completely online within the [WEBSHOP](#).

06 // ADDITIONAL INFORMATION

THIRD PARTY SUPPLIER

Every exhibitor is allowed to bring in it's own third party supplier. But please note that this requires additional registration, booking of spaces or storages and further booking of any additional services may required. The following fees apply:

Bookable areas (subject to availability) on the fairground for instance areas for the placement of catering containers, tents, trailers, etc.:
Behind the exhibition halls: 100 EUR, net/sqm
On parking areas, next to chalets: 150 EUR, net/sqm
Off-site: 50 EUR, net/sqm

For booking please reach out to the ILA Berlin Sales & Exhibition Team: exhibitor-ila@messe-berlin.com

Hygiene Regulations

Hygiene regulations for third party supplier can be found soon at the [documents database](#).

Third Party Security

Individuals appointed by the exhibitor to guard a booth or exhibits must coordinate their activities with the ILA security management before commencing their duties. Please send your request to messetechnik@messe-berlin.de.

06 // ADDITIONAL INFORMATION

GOLF CARTS

Due to health and safety regulations, the availability of golf carts is very limited. Golf carts are available for a fee and must be requested and ordered through the ILA Berlin Sales & Exhibition Team at exhibitor-ila@messe-berlin.com. Please note that successful reservations and bookings will only be confirmed in writing by our team.

IMPORTANT UPDATE

Please note that during public visitor days, Golf Carts are no longer permitted on the static display area.

SIDE EVENTS & STAND PARTIES

Side Events

We kindly request that every exhibitor and partner inform the ILA Berlin Sales & Exhibition Team at exhibitor-ila@messe-berlin.com about any planned side events during the show dates of ILA Berlin. As the organizer, we aim to coordinate and manage the overall program, including side events, and endeavor to avoid any scheduling conflicts or overlaps.

Stand Parties

Stand parties are subject to be pre-ordered within the [WEBSHOP](#) for approval. Please purchase the corresponding item in due course.

MEETING ROOMS

Meeting rooms can be requested and booked using the corresponding order form available in the [documents database](#). The order form provides additional details on available sizes and included AV equipment.

MEDIA PACKAGES

Messe Berlin GmbH provides exhibitors with the [Media Packages](#), which includes a set of curated marketing tools aimed at enhancing your participation in the show and visibility. Booking a Media Package is mandatory for all exhibitors and already included in your exhibition space booking. The Media Packages are tailored based on the size of the exhibition space reserved. Additionally, exhibitors have the option to select a higher-value package (upgrade). The booking of the First Class Package is applicable for all chalet sizes. Co-exhibitors will only be listed in the overall exhibitor listing after completing official registration within our [registration portal](#), which includes booking the corresponding media package.

LEAD SCANNING APP

Our Lead Scanning App is easy-to-use and enables you to scan visitors' tickets with a single click. The data is provided to you immediately online for further use. The Lead Scanning App can be ordered at the [WEBSHOP](#).

06 // ADDITIONAL INFORMATION

CO-EXHIBITORS

Please note that all co-exhibitors must be registered through the official registration platform of the show. Invitations for co-exhibitors are only possible after the main exhibitor has submitted their stand registration.

There are two methods to add a co-exhibitor in the system:

1. During the booth registration, you can indicate your intention to add co-exhibitors. A designated box for this function is provided in the booking details section at the top.
2. Alternatively, within the booking details, accessible under "Edit," you can select "Add Co-Exhibitor."

To register a co-exhibitor, you can either send an invitation via email or independently process the required data.

Once the registration of the co-exhibitor is successful, they will appear in the co-exhibitor list of the main exhibitor. The main exhibitor has the flexibility to manage co-exhibitors at any time from the detail page of the current stand registration. This includes inviting, adding, or deleting co-exhibitors.

SOCIAL MEDIA

We encourage all companies to actively promote their participation at ILA Berlin 2024 across all social media platforms. This helps to inform clients and attendees about your presence at the event and the location of your stand onsite. The official hashtag for the show is **#ILA24**. We invite you to use this hashtag and engage with our official social media channels. Stay updated and connected by following and interacting with us on our social media platforms. We'll provide exhibitors with the possibility to generate marketing content like sharepics, e-mail footers etc. soon

[FACEBOOK](#)

[X](#)

[LinkedIn](#)

[YouTube](#)

[Instagram](#)

