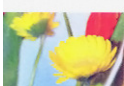
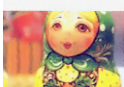
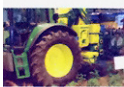




info



**Welcome to Berlin on the occasion of the  
International Green Week  
20. – 29. January 2012  
every day 10 a.m. – 6 p.m.  
Saturday 21, Friday 27, Saturday 28 10 a.m. – 8 p.m.**

**To all exhibiting companies in the International Green Week Berlin 2012 and their staff** in agreement with the Ausstellungs- und Messeausschuss der Deutschen Wirtschaft e.V. AUMA (Exhibition and Trade Fair Committee of German Industry).

Ladies and Gentlemen,

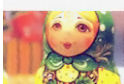
We have sent you the confirmation of your stand/down payment invoice and the link to the exhibitors' service manual. With these documents we have informed you on services and technical facts in connection with the exhibition. **The catalogue which you will get at the information counter by presenting the voucher includes all this information once again.** For this reason we will give you in the following only some short pieces of advice which we ask you to follow. The observance of the included regulations is important for all of us and helps to avoid difficulties. These regulations are binding and laid down by several German official authorities in agreement with AUMA.

Please notice in particular:

**Catalogue distribution (see attachment / catalogue-vouchers) • Bank / cash dispenser • Car park tickets / Exhibitors' passes • Construction and dismantling • Exhibitors' Service Center • Law for the protection of the youth • Possibility to pick up purchases • Press and editorial office • Exhibitor Service Manual on our website: [www.greenweek.de](http://www.greenweek.de) • Traffic on the fairground / Deposit 100,- EURO**



# info



## **Avoidance and disposal of waste**

The company Alba Deutschland GmbH is prepared to advise you with regard to the choice of container you will need. Orders for waste disposal have to be addressed to Capital Service GmbH, Service-Hof Nord, or you can reach them by phone under: +49 (0)30 / 3038-1333.

In order to be able to pick up all kinds of waste separately you can order differently coloured bags. The price for waste disposal is included.

For all kinds of waste resulting from mantling and dismantling (decoration material etc.) the exhibitor will be responsible.

The storing of waste outside the halls is forbidden. In case of an exhibitor not following these guidelines Messe Berlin will arrange for the disposal and will send the invoice to the exhibitor concerned.

In any case it is not allowed to store special waste (batteries, colours, lacquers etc.) on the exhibition grounds.

Messe Berlin is not liable for any kind of objects after the end of the dismantling period. Messe Berlin will take away these things without checking the general value and will send the invoice to the exhibitor.

## **Bank/Cash dispenser**

Cash dispenser you will find within the entrance of hall 19, in hall 14.1, in the ICC Foyer, in the passage area between the halls 25 and 26 as well as in the passage area between the halls 1.2b and 2.2b.

Furthermore there are several banks near the exhibition grounds at the Theodor-Heuss-Platz.

## **Business Centre**

Hall 20/21: Phone: +49 (0)30 / 3038-6395

ICC Berlin: Phone: +49 (0)30 / 3038-3011

Hall 7: Phone: +49 (0)30 / 3038-2861

## **Car park tickets / Exhibitors' passes**

You can get car park tickets as well as exhibitors' passes at CSG, Thüringer Allee 12 (phone: 0049 (0)30-3069-6920) and from January 19<sup>th</sup> 2012 in the Service Centre of hall 7 room (entrance) and in the ICC (Entry North).

## **Catering - Service-offer of the Capital Catering GmbH**

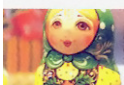
If you have any question, please contact the CCG, phone: +49 (0)30 3038-1952/2992

## **Cleaning**

Messe Berlin passes the exhibition area on to the exhibitor well-swept. After an exhibition it is necessary to leave the halls in a clean and proper condition. Adhesive tapes as well as nails have to be removed.



# info



## CO-EXHIBITORS

Your co-exhibitors must be registered in writing and you have to pay the fee. The co-exhibitor can only be approved by Messe Berlin. In case of contravention the co-exhibitor will be expelled from the fairgrounds. In each case consequences for the main exhibitor will be tested. To mark the occasion, we point out that such as the "Alcohol Patrol" is not equivalent to the IGW-conception.

### Company's name

It is necessary that every stand has a stand number and the full address of the hirer. These details have to be seen clearly from the walk ways.

### Complaints

Complaints and queries have to be settled at once according to the legal requirements. In case of dispute we recommend to inform the exhibition management.

### Construction and Dismantling

Please, pay attention again to „Important information and dates for exhibitors“:

At the instigation of the fire brigade we have to inform you that during the mantling and dismantling period all kinds of vehicles have to keep the necessary distance to the walls of the halls: 6 metres. For security reasons and in order to avoid difficulties all emergency exits have to be kept clear.

The **construction** begins on **January 16<sup>th</sup>, 2012** and ends on **January 19<sup>th</sup>, 2012**.

**End of dismantling is February 01<sup>st</sup>, 2012.** This date has to be respected strictly because of other exhibitions following.

### Copies of products

The fair company expects from their exhibitors that the commercial protection laws of other exhibitors will be respected. In any other case Messe Berlin is forced to react and to forbid future participations.

### Courier service

For courier services you can use GO Express & Logistics Berlin GmbH. You will find them at the exhibition grounds between the halls 7.2c and 8.2, phone: +49(0)30 / 3038-5876.

### Criminal investigation department / Events of a claim

The exhibition management is not liable with regard to exhibitors or companies engaged by them – neither for damages concerning persons nor for damages with respect to objects. The same is relevant with regard to visitors.

In case products have been stolen we advice reporting it to the police as soon as possible, phone +49 (0)30 46 64-22 27 01 or during the exhibition, located at the exhibition grounds/ service centre hall 7.1, 1<sup>st</sup> floor, phone: 0049 (0)30 46 64-20 07 60.

It is important that you inform your insurance about any kind of damage/loss as soon as possible.



# info



## Delivery dates

are binding and have to be respected in any case. The customer has to be informed on delays as soon as possible.

## Exhibition management

The offices of the exhibition management will be located before hall 19, 1<sup>st</sup> floor.  
Phone: **0049 (0)30 3038-2027/2042.**

## Exhibitors' Service Centre

In the Service Centre of hall 7, 2<sup>nd</sup> floor, room 2.30 you will find a service point for stand constructors and exhibitors. Here you can get help in questions concerning stand construction and order forms.

## Fair shop

Near hall 6.2, (just in front of the Marshall House), phone/fax: 0049 (0)30 3038-5738.

## First-aid

In case of emergency: +49 (0)30 3038-2222. You will find first aid wards in Hall: 2.1, 3.2, 9, 12/13, 20/21 kleiner Stern (upstairs) and ICC.

## Hall superintendents

Within especially marked offices you will find hall superintendents who are able to help you with technical and other questions before, during and after the exhibition. **(See attached coloured plan of halls)**

## How to handle remains of food

Together with Messe Berlin the Berliner Tafel e.V. (a non profit organization) make it possible to give remains of food to those in need. Berliner Tafel will receive all kinds of food and distribute it to emergency accommodations, shelters for the homeless etc. If you phone them early Berliner Tafel will pick up the food directly after the end of the exhibition.

Take the chance and help people.

Contact Berliner Tafel directly. The person in charge during Green Week is: Ms. Anja Plock, phone: 0172-391 19 69. If you want the food to be collected from time to time or in the evenings, please dial the number: 0176 – 965 060 22.

## Law for protection of children and young people in public

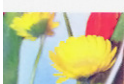
All exhibitors from the field of food and alcoholic beverages are advised to respect the following law (Jugendschutzgesetz) strictly. A special notice **has to be fixed** within the stand in an easily visible place.

## Medicine and drugs – special regulations

Special advice with regards to the distribution of drugs and medicine will be given by: „Landesamt für Gesundheit und Soziales Berlin“, Turmstr. 21, 10559 Berlin - phone: 030 90229-0.



# info



## Possibility to pick up purchases

Please, inform your customers that objects which have been bought in the Green Week can be picked up daily one hour before closing without paying the entrance fee. It is necessary to show the bill or any other document in order to be allowed in.

## Press and editorial office

The offices of the press centre you will find in hall **6.3**,  
**phone: +49 (0)30 3038-2218/2267.**

## Price quotation

Every exhibitor selling products is obliged to label them. The visitors must be able to read the prices easily.

## Smoking ban

A general smoking ban applies to the Messe Berlin exhibition grounds and the ICC Berlin.

## Supervision of halls/Insurance/registration of events in the evening

Messe Berlin has planned to supervise the halls from January 19<sup>th</sup> 10.00 p.m. until the fair closes. **It is recommended to have an own stand security** as well as an **insurance**.

If you are planning an event in the evening after the end of the fair, you have to announce it in writing beforehand, so that a special supervision can be arranged.

## Traffic on the fairground / Deposit

See coloured plans of the entry gates and traffic. Please pay particular attention to the changed entry times during the dismantling period.

Deposit 100,- €

## All vehicles with a max. weight over 3.5t have to register first on the Logpoint.

The Logpoint is located on the parking lot P18 near gate 25 Jaffèstr. The new traffic management system ensures easy deliveries. Booking of freight forwarding services including reservation of loading times.  
<http://www.gruenewoche.de/en/ExhibitorService/FairParticipation>

## Visitors' Attention

Every exhibitor may only speak to the public correctly and politely within the stand. Any other method of seeking attention outside the space is forbidden.

## Vouchers for entrance tickets

In case the exhibitor will order vouchers for his customers the invoice will generally be sent to the exhibitor. The basis is the serial numbers being sent as well as the company's print of the exhibitor. The printing will be realized by CSG Capital Services GmbH (deadline: two weeks before fair starts).



We hope to have you fully informed with the help of the exhibitors' manual, the catalogue and this information paper which should help to let the International Green Week Berlin be successful.

You also can contact us on the internet under: [www.grünewoche.de](http://www.grünewoche.de) or [www.greenweek.de](http://www.greenweek.de).

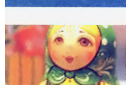
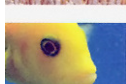
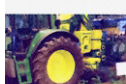
If you have any question, please do not hesitate to contact us,  
phone: +49 (0)30 3038-2027 and 2042  
You are welcome to visit us in the entrance to hall 19, 1<sup>st</sup> floor.

We are looking forward to meet you in Berlin.

Kind regards,

Exhibition management  
International Green Week Berlin

info



**Please save the date.**

**International Green Week Berlin 2013  
18. – 27. January 2013**