




Timeline for exhibitors

A quick overview of the most important dates and deadlines

DATE	TO-DO	FURTHER INFORMATION
Beginning of May until 11 August 2023	Submit stand application	https://www.gruenewoche.de/en/exhibit/stand-application/
11 August 2023	Registration deadline for exhibitors, thereafter registration for waiting list	https://www.gruenewoche.de/en/exhibit/stand-application/
September to November	Receipt of placement proposal, confirmation of placement	via e-mail - Please log in to the exhibitor platform
	Register co-exhibitors online	https://www.gruenewoche.de/en/exhibit/stand-application/
	Book advertising space and sponsoring	https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/
As soon as possible	Arrange travel bookings	https://www.gruenewoche.de/en/visit/hotel-travel-service/arrival/
	Apply for visa, if necessary	https://www.gruenewoche.de/en/visit/hotel-travel-service/visa/
	Select stand construction company, be aware of our stand construction rules	https://www.gruenewoche.de/en/exhibit/preparation/standbau-und-regelungen/
From November 2023	Receipt of the deposit invoice including stand number	Electronic invoice dispatch via Quadient e-invoicing platform
	Order services from BECO webshop	https://beco.messe-berlin.de/en/content/services/index.html?_event=IGW+24
	Order construction and deconstruction passes, if required	https://beco.messe-berlin.de/en/content/services/index.html?_event=IGW+24 Note: Exhibitor passes are also valid during construction and deconstruction
	Send invitations to customers and business partners	Therefore please use our communications kit: https://www.gruenewoche.de/en/exhibit/marketing-services/
	Order admission ticket vouchers for customers and business partners	https://beco.messe-berlin.de/en/content/services/index.html?_event=IGW+24
	Book PR Services and Grüne Woche Plus Services	https://www.gruenewoche.de/en/exhibit/marketing-services/sponsorship-advertising/
15 November 2023	Registration deadline co-exhibitors	https://www.gruenewoche.de/en/exhibit/stand-application/
15 November 2023	Registration deadline of events via BECO webshop	https://beco.messe-berlin.de/en/content/services/index.html?_event=IGW+24
until 15 November 2023	Registration for the Start-Up Days	Application forms: https://www.gruenewoche.de/en/events/startup-days/
20 November 2023	Commissioning of stand construction for participation in the Italien-Pavilion	Please contact our italien representative https://www.gruenewoche.de/en/additional-pages/contact/messe-berlin-worldwide/



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until 2 December 2023	Application for early construction	For a stand size of 50 m ² or more, an early start of construction can be requested - the costs for this are € 350.00 per construction day
until 4 December 2023	Submit stand construction plans for official approval, only mandatory for stand heights of 2,5 m or more	messetechnik@messe-berlin.de
Mid-December 2023	Receiving codes for free exhibitor passes	The Codes are sent by e-mail from tickets@messe-berlin.de and can be redeemed in the Ticket Shop.
End December 2023	Set up the exhibitor profile for the online catalog	Link via e-mail to all exhibitors. The exhibitor entry can be maintained and updated via this link. support@messe-berlin.de
until 8 January 2024	Order stand equipment (electrical / water connections, etc.) Organize transport of exhibition materials Parking spaces or places for vehicles Waste disposal and cleaning Security, insurance, stowage Order catering Book additional booth staff	Book your online orders here: → www.beco.messe-berlin.de Please note: For orders placed in the BECO webshop within the last 4 weeks before the start of the trade fair, a surcharge of 20% will be added to the listed prices.
15 January 2024	Start of stand construction in the exhibition halls: daily from 7 am – 10 pm	
18 January 2024	End of construction: 4 pm	
18 January 2024	End of decorative construction: 10 pm	
19 – 28 January 2024	Opening hours for visitors:	daily 10 am – 6 pm, Friday, 26 January 10 am – 8 pm
	Opening hours for exhibitors:	daily 7 am – 7 pm, Friday, 26 January 7 am – 10 pm
22 – 26 January 2024	Opening hours young generation hub	22 – 26 January Opening hours: 10 am – 3 pm
28 January 2024	Start of dismantling in all halls: from 6 pm – 10 pm	 Each exhibitor is required to keep his stand fully equipped and staffed with expert personnel for the entire duration of the event from 10 am to 6 pm daily. Dismantling of the stand before 6 p.m. on Sunday, 28 January 2024 is not permitted.
29 – 30 January 2024	Dismantling in all halls: daily 7 am – 2 pm	
February 2024	Receipt of final invoice	Electronic invoice dispatch via Quadient e-invoicing platform