



# IUGG BERLIN 2023



THE 28<sup>TH</sup> GENERAL ASSEMBLY  
OF THE INTERNATIONAL UNION  
OF GEODESY AND GEOPHYSICS

[www.iugg2023berlin.org](http://www.iugg2023berlin.org)

11–20 July  
2023



Brandenburger Tor © visitBerlin, Foto: Dagmar Schwelle

# IUGG BERLIN 2023

Together Again  
for Geosciences

The 28<sup>th</sup> General Assembly  
of the International Union  
of Geodesy and Geophysics

**Exhibition Manual**



Messe Berlin  
Guest Events



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## CONTACTS

### Meeting Secretariat

#### C-IN

Prague Congress Centre  
5. května 65, 140 21 Prague 4,  
Czech Republic  
Website: [www.iugg2023berlin.org](http://www.iugg2023berlin.org)  
E-mail: [info@iugg2023berlin.org](mailto:info@iugg2023berlin.org)

### Sponsorship and Exhibition Manager:

#### Mrs Odile Poulain

Email: [Odile.Poulain@c-in.eu](mailto:Odile.Poulain@c-in.eu)  
T: +420 296 219 600 | M: 420 725 949 873 | [www.c-in.eu](http://www.c-in.eu)

### Local Organizing Committee:



Bundesanstalt für  
Geowissenschaften  
und Rohstoffe



Federal Agency for  
Cartography and Geodesy

### Exhibition Services Provider:



MB Capital Services GmbH  
Thüringerallee 12A  
14052 Berlin  
Deutschland / Germany  
T: + 49 30 3038 1413

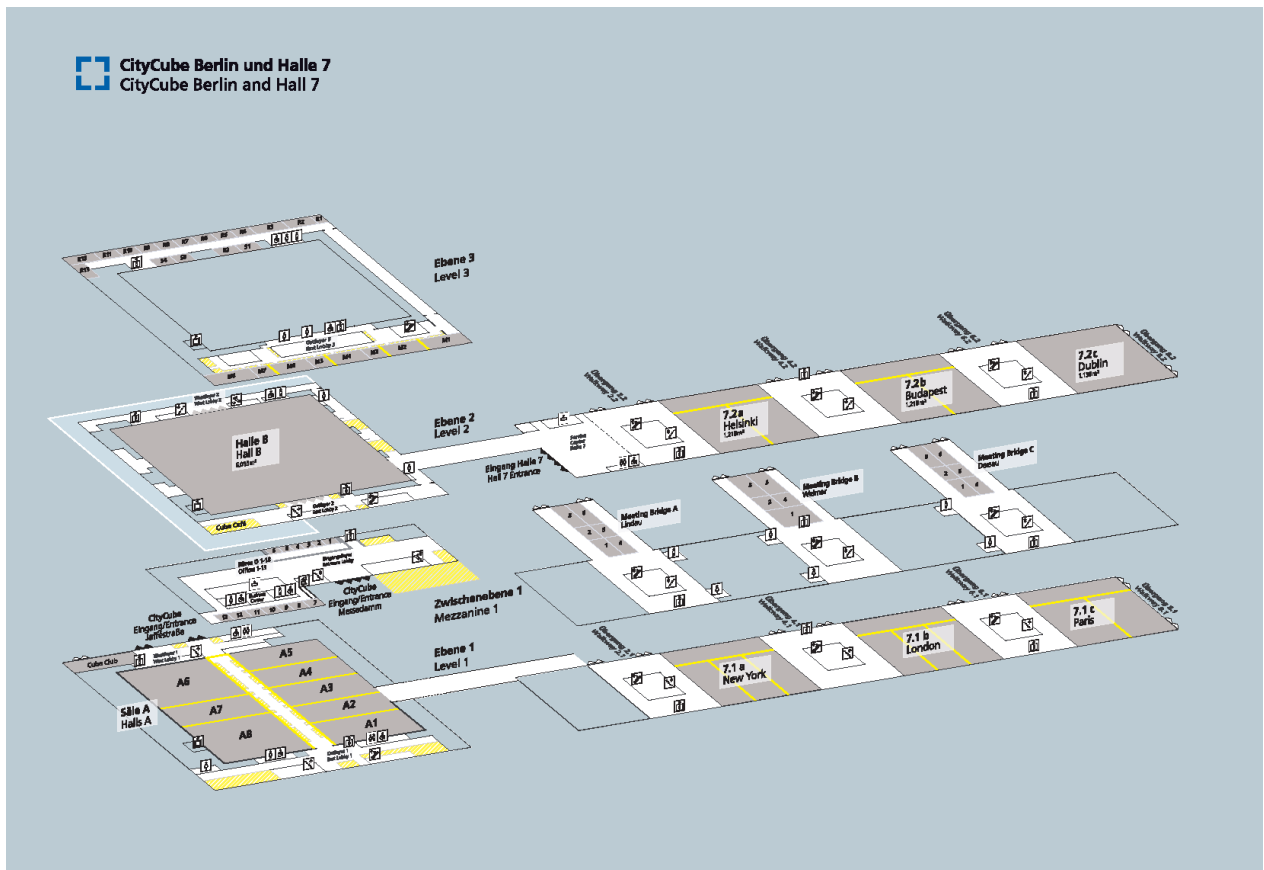
[anja.peglow@mb-capital-services.de](mailto:anja.peglow@mb-capital-services.de)  
[www.mb-capital-services.de](http://www.mb-capital-services.de)



# MAIN CONFERENCE VENUE

**CityCube Berlin** Messedamm 26  
14055 Berlin  
Germany

## Hall B, Level 2



### Legende/Legend

 <b>Veranstaltungsflächen</b> Event area	 <b>Rolltreppe</b> Escalator	 <b>Treppe</b> Stairway
 <b>Flexible Trennwand</b> Flexible partition wall	 <b>Behindertentoilette</b> Disabled toilet	 <b>Toiletten</b> Toilets
 <b>Zusätzliche Mietfläche</b> Additional rental space	 <b>Aufzug</b> Elevator	 <b>Lastenaufzug</b> Freight elevator
 <b>Nicht nutzbare Flächen</b> Not usable areas	 <b>Geldautomat</b> ATM	 <b>Garderobe</b> Cloakroom



## KEY DATES AND DEADLINES

### Company profile and logo

**Deadline:** **Upon receipt of booking form**  
**Specifications:** Company profile: contact address and details and 100-word company description  
Logo: in vectors (eps or ai format) or curves

### Sponsors and Exhibitors' registrations

**Deadline:** **March 31, 2023**  
**Specifications:** Please fill the [Registration form](#) attached and send it to  
**Odile Poulain**  
Email: [Odile.Poulain@c-in.eu](mailto:Odile.Poulain@c-in.eu)

### Fascia Board Printing

**Deadline:** **June 9, 2023**  
**Specifications:** Please provide your company name – maximum 15 letters and send it to

 **Capital Services**

MB Capital Services GmbH  
Thüringerallee 12A  
14052 Berlin  
Deutschland / Germany  
T: + 49 30 3038 1413

[anja.peglow@mb-capital-services.de](mailto:anja.peglow@mb-capital-services.de)  
[www.mb-capital-services.de](http://www.mb-capital-services.de)

### Exhibition services orders and text for stands

**Deadline:** **Consult the Guest Events Organizer Service**  
**Specifications:** Please contact the Exhibition Services Supplier:

 **Capital Services**

MB Capital Services GmbH  
Thüringerallee 12A  
14052 Berlin  
Deutschland / Germany  
T: + 49 30 3038 1413

[anja.peglow@mb-capital-services.de](mailto:anja.peglow@mb-capital-services.de)  
[www.mb-capital-services.de](http://www.mb-capital-services.de)



## VENUE

### EVENT VENUE

CityCube Berlin  
Messedamm 26  
14055 Berlin  
Germany

The multifunctional congress and exhibition arena CityCube Berlin opened in May 2014. On three levels with a total of 50 halls and spaces and a pillar-free convention hall for 5,000 persons, the CityCube and the directly adjacent exhibition halls can host events of all sizes.



### LOCATION

Berlin, Germany's capital, dates to the 13th century. Reminders of the city's turbulent 20th-century history include its Holocaust memorial and the Berlin Wall's graffitied remains.

Divided during the Cold War, its Brandenburg Gate has become a symbol of reunification.

You can get all the information on Berlin and its highlights on the website of our partner [visitBerlin](#).



## HOW TO GET THERE

### Arriving by Train



Messe Berlin GmbH has partnered up with Deutsche Bahn to create an exclusive deal that allows you to travel conveniently to and from your Event.

That special extra for you. Your Event Ticket at a single nationwide price, available at every DB station to Berlin.

### Arriving by Plane



An urban motorway close to the centrally located exhibition grounds Berlin ExpoCenter City provides a direct link to Berlin's international airport.

75 airlines are connecting Berlin's international airport with 173 destinations in 50 countries.

#### *For further Information*

Berlin airport, Tel.: +49 30 6091 6091 0

(Daily 8h00 - 20h00)

(Land line price: 0.14 Euro/min; other prices possible from mobile phone networks).

[www.berlin-airport.de](http://www.berlin-airport.de)

### Arriving by Car



Navigation System

Simply enter the corresponding address as your destination.

#### **CityCube Berlin:**

Messedamm 26

14055 Berlin

GPS-Koordinaten: 52.4992001°N / 13.27247°E

Some navigation systems allow a selection between the entrances North, East and South. If this is the case for you, the entrance you want depends on which entrances are open for your event. Refer to the event's page to find out which ones are open for your trade fair.

### Arriving by Public Transportation / Taxi



Direct access to the grounds from one of the world's best public transport systems means that getting here is always quick and easy. There are taxi ranks, underground/light rail stations and bus stops next to our entrances. Berlin's public transport system will take you swiftly and in comfort to the destination of your choice.

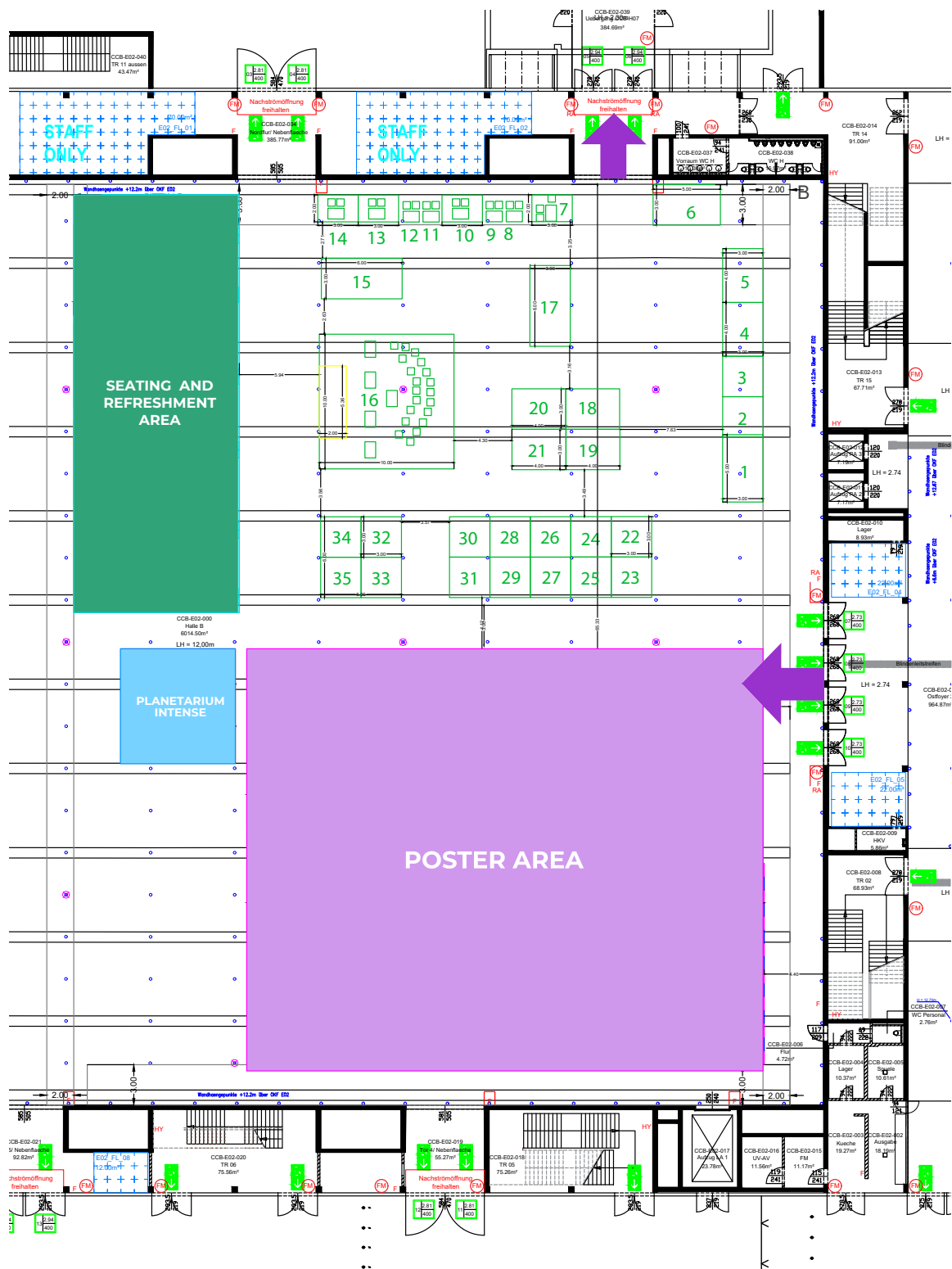
#### *More information:*

S-Train: Messe Süd

[Network map of rapid transit and underground lines](#)



# EXHIBITION FLOOR PLAN (draft, subject to changes)





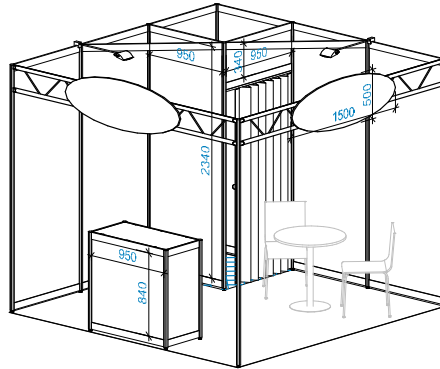
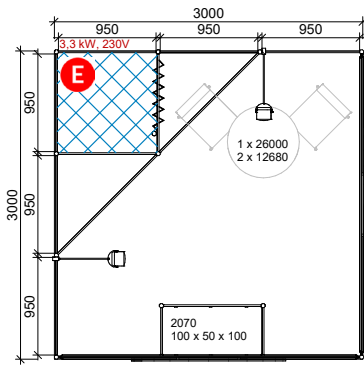


# SHELL SCHEMES

9m<sup>2</sup> - Corner

exhibitor: 9m<sup>2</sup> corner

hall / stand no.:



type of construction: S5  
 Octanorm: silver  
 Maxima:  
 wall elements: white  
 fascia: white  
 floor covering: needled felt / dark grey  
 equipment: white  
 lighting: 2 spot  
 comment:

— graphic measurements

— chipboard

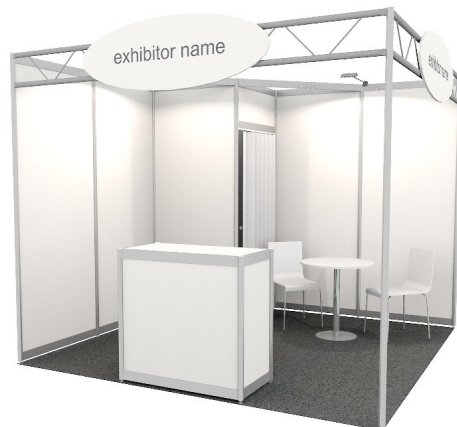
— banner

**E** electrical connection

**S** socket

**F** floor socket

**W** water connection



date: 21.12.2022 / MJ

**Capital Services**

page: 1/1



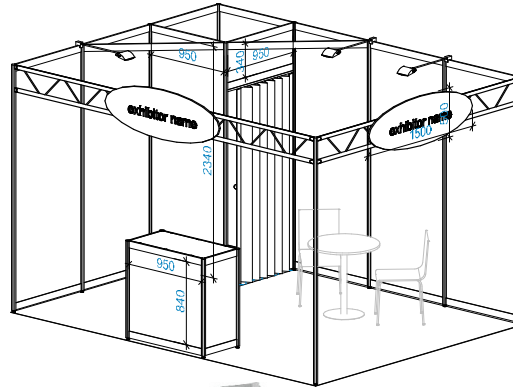
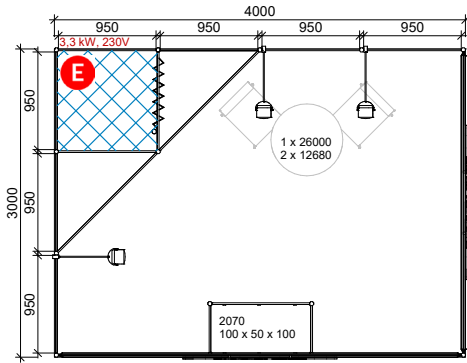


# SHELL SCHEMES

12m<sup>2</sup> - Corner

exhibitor: 12m<sup>2</sup> corner

hall / stand no.:



type of construction: S5  
 Octanorm: silver  
 Maxima:  
 wall elements: white  
 fascia: white  
 floor covering: needled felt / dark grey  
 equipment: white  
 lighting: 3 spot  
 comment:



- graphic measurements
- chipboard
- banner
- E** electrical connection
- socket
- floor socket
- W** water connection

date: 24.02.2023 / MJ

**Capital Services**

page: 1/1

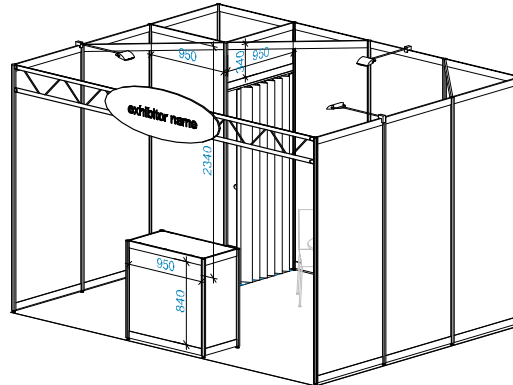
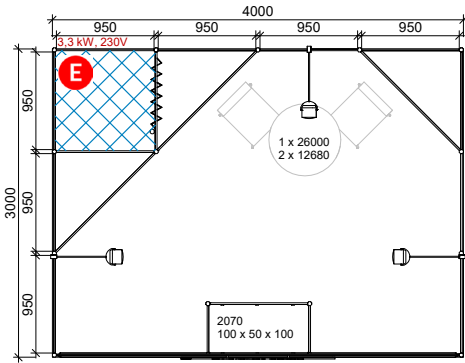


# SHELL SCHEMES

12m<sup>2</sup> - Row

exhibitor: 12m<sup>2</sup> row

hall / stand no.:



type of construction: S5  
 Octanorm: silver  
 Maxima:  
 wall elements: white  
 fascia: white  
 floor covering: needled felt / dark grey  
 equipment: white  
 lighting: 3 spot  
 comment:



- graphic measurements
- chipboard
- banner
- E electrical connection
- S socket
- F floor socket
- W water connection

date: 24.02.2023 / MJ

**Capital Services**

page: 1/1

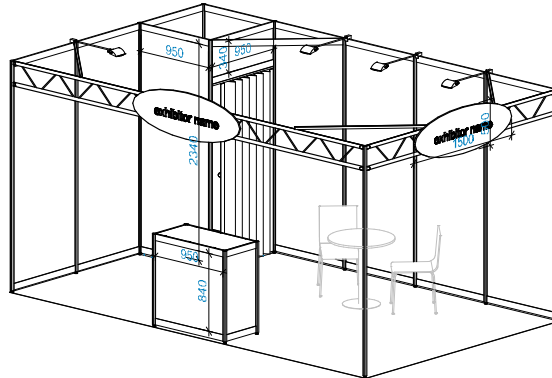
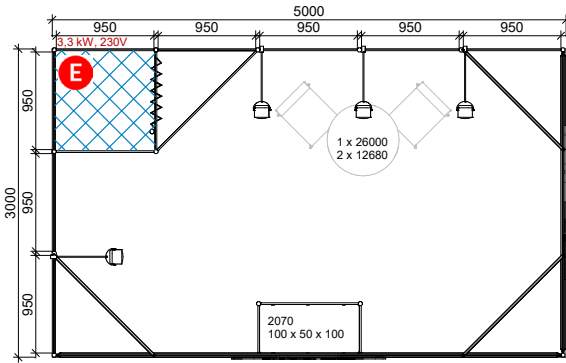


# SHELL SCHEMES

## 15m<sup>2</sup> - Corner

exhibitor: 15m<sup>2</sup> corner

hall / stand no.:



type of construction: S5  
 Octanorm: silver  
 Maxima:  
 wall elements: white  
 fascia: white  
 floor covering: needled felt / dark grey  
 equipment: white  
 lighting: 4 spot  
 comment:



- graphic measurements
- chipboard
- banner
- E** electrical connection
- socket
- floor socket
- W** water connection

date: 24.02.2023 / MJ

**Capital Services**

page: 1/1

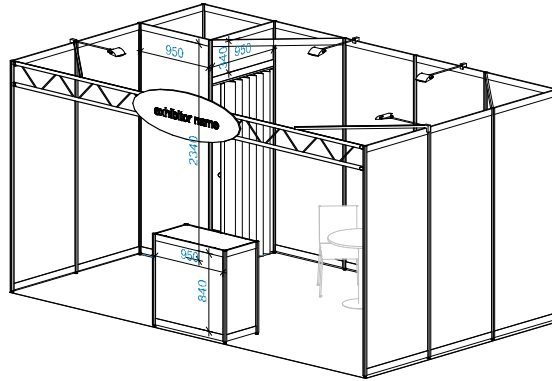
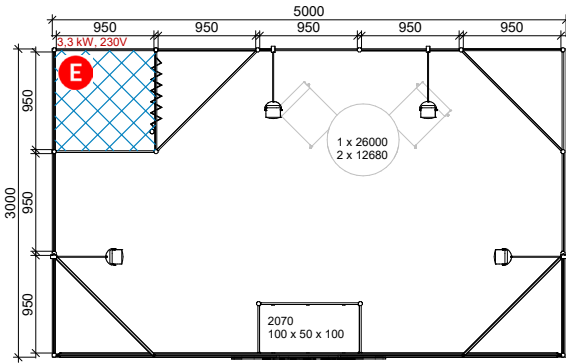


# SHELL SCHEMES

15m<sup>2</sup> - Row

exhibitor: 15m<sup>2</sup> row

hall / stand no.:



type of construction: S5  
 Octanorm: silver  
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 floor covering: needled felt / dark grey  
 equipment: white  
 lighting: 4 spot  
 comment:

— graphic measurements

— chipboard

— banner

**E** electrical connection

socket

floor socket

**W** water connection



date: 24.02.2023 / MJ

**Capital Services**

page: 1/1



## EXHIBITION TIMES

### Exhibition Set up

Tuesday July 11, 2023	08:00 to 22:00	Set up of own individual stands
Wednesday July 12, 2023	08:00 to 20:00	Handover of shell scheme stands, decoration by exhibitors
Wednesday July 12, 2023	15:00 to 16:00	Exhibition final inspection / exhibitors must be available at stand /
Wednesday July 12, 2023	18:30 to 22:00	Stand construction work

### Exhibition Opening Hours

Thursday July 13, 2023	10:00 to 20:30
Friday July 14, 2023	10:00 to 18:30
Saturday July 15, 2023	10:00 to 18:30
Sunday July 16, 2023	10:00 to 18:30
Monday July 17, 2023	10:00 to 18:30

### Dismantling

Monday July 17, 2023	19:00 to 22:00	Dismantling of shell scheme stand equipment and own individual stands. Please remove personal belongings.
Tuesday July 18, 2023	07:00 to 12:00	Dismantling of own individual stands



## EXHIBITOR BADGES AND REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company and the participant's name.

Exhibitor receives **the number of exhibitors' badges included in the package booked.**

Gold	8 passes
Silver	6 passes
Bronze	4 passes
Exhibitor	2 passes
Floor space	1 pass per 6 sqm

These are the steps to register your industry delegates for IUGG 2023.

1. Please go to the [registration portal](#) and create a new account.
2. Fill in all the contact details and the invoice details.
3. Fill in the Delegate/ Registration Options.
4. Fill in your area of specialization, please select one for each category.
5. Enter the code **communicated by email** in the text box and hit the magnifying glass or enter to apply the discount code (Image 1).
6. You will then see your code applied and a balance of 0.00 EUR (Image 2).
7. Please then review your registration details and be sure to accept the terms and conditions.
8. Proceed to finalize the registration.
9. You will receive email confirmation of your registration.

If you have any questions or queries, please do not hesitate to contact:

[registration@iugg2023berlin.org](mailto:registration@iugg2023berlin.org)

Please register online till **June 15, 2023**.

**Additional exhibitor registration for tabletop exhibitors and/or already registered exhibition spaces must be purchased.**

### How to register:

1. Login to the IUGG 2023 Portal: <https://www.czech-in.org/cmPortalV15/Portal/iugg23/normal>  
- If you do not have an account, please create one.
2. Use the *Create/Manage Registration* button to access the registration form.
3. Fill in all the contact and invoice details, and delegate details.
4. In the Registration Fee step fill in the code **communicated by email** in the text box and **click on the magnifying glass or press Enter** to apply the discount code (Image 1).
5. You will then see your code applied and a balance of 321.65 EUR (+33.74 EUR Service Charge).
6. Proceed to finalize the registration.
7. You will receive an email confirmation of your registration.

### Coupon Code Verification (if applicable)

Please fill in the code which you have received  
by e-mail and **press ENTER or click on the  
MAGNIFYING GLASS to activate the code.**

### Select Registration Fee

Exhibitor Pass

321.65 EUR





## EXHIBITOR BADGES AND REGISTRATION

All personnel are required to wear badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the Exhibition. Exhibitor badges WILL NOT BE mailed in advance and may be collected from the onsite registration desk.

**Please be aware that Exhibitor's badges do not allow participants to access scientific sessions and do not include social events invitation except the Welcome and Closing Reception.**

### EXHIBITOR REGISTRATION INCLUDES:

- Access to the exhibition and poster area

Sponsor's and Exhibitor's badges can be collected by an authorized person of the company's staff at the Registration Desk at the registration area.



## EXHIBITION SERVICE PROVIDERS

- **Exhibition Services including furniture, printing, AV and extra cleaning** can be ordered from the exhibition services provider:

### Capital Services

MB Capital Services GmbH  
Thüringerallee 12A  
14052 Berlin  
Deutschland / Germany  
T: + 49 30 3038 1413

[anja.peglow@mb-capital-services.de](mailto:anja.peglow@mb-capital-services.de)  
[www.mb-capital-services.de](http://www.mb-capital-services.de)



**Exhibition Services Order Forms**  
Download in PDF format

- **Catering Orders** will be handled through the catering supplier:

### Capital Catering

Capital Catering GmbH  
Messedamm 22  
14055 Berlin  
Tel: + 49(0)30 3038-2993

[www.capital-catering.de](http://www.capital-catering.de)  
[cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)  
webshop <https://webshop.capital-catering.de/en/>

- **Shipping and freight** will be handled through the logistic supplier:

### **SCHENKER**

SchenkerDeutschlandAG  
BranchOfficeBerlin  
Fairs,EventsandSpecialLogistics  
ServicegebäudeSüd/Tor25  
Jafféstraße2  
14055Berlin  
Phone: +49-30-3012995-420

Email: [fairs.berlin@dbschenker.com](mailto:fairs.berlin@dbschenker.com)



**DB Schenker Freight Handling**  
Download in PDF format



**Shipping Label**  
Download in PDF format



**Shipping Manual**  
Download in PDF format

**TO AVOID SURCHARGES FOR SHORT-TERM ORDERS (20 % TO 30 %),  
PAY ATTENTION TO THE APPLICATION DEADLINES IN THE ORDER FORMS.**

For all exhibition and catering order forms please refer to the attached Guest Organiser Service.  
For all logistic needs please refer to the attached Shipping Manual and Exhibition Freight Handling.  
All additional orders will be invoiced you directly. Please refer to IUGG 2023 when contacting them.



## EXHIBITION SERVICES ORDER DEADLINE

### Staff and Stand Services

Construction and Dismantling Staff	June 9, 2023
Hostesses and Hosts	June 9, 2023
Security Cover	June 9, 2023
Stand Cleaning	June 9, 2023
Waste Disposal (Order)	June 9, 2023
Waste Disposal (Registration)	June 9, 2023

### Stand Equipment

Suspension Points, Lighting, Rigging	June 9, 2023
Fabric Decoration	June 9, 2023
Floor Covering, Carpets	June 9, 2023
Furniture for Hire	June 9, 2023
PC Equipment, Notebook	June 9, 2023
Plants and Flower Decoration	June 9, 2023
Video Audio Projection	June 9, 2023

### Installation

Electrical Installations (Halls)	June 9, 2023
Internet and WLAN Access	June 9, 2023
Cable TV and Radio Connection	June 9, 2023
Air-Conditioning (Water Supply)	June 9, 2023
Satellite and DVB-T Sites	June 9, 2023

### Catering

Exhibition Services	Consult with the catering provider
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## TECHNICAL REGULATION OF THE VENUE

### Set up & Dismantling Times

Exhibitors are responsible for costs regarding transportation, set-up and storage of any additional exhibition material.

Exhibitors will not be allowed to block any fire exits and any items found blocking exits will be removed immediately.

Exhibitors are responsible for the dismantling of their own stands and the removal of all rubbish and materials.

During the period of the event, persons are permitted to enter the halls and the exhibition grounds one hour before the daily opening time and remain up to one hour after closing time. If exhibitors / customers have valid reasons for working on their stands beyond these hours, they must apply for special written permission from Messe Berlin.

#### Access to the Exhibition Hall during Set-up and Dismantling Times

Stand contractors and staff must wear service passes during the entire set-up and dismantling period.

Service Passes are free of charge and may be collected from Exhibition Managers Desk onsite.

During build-up and breakdown, all personnel must wear hi-vis (high visibility). Personnel not wearing hi-vis will not be permitted to work in the event area.

### Set up

The exhibition area will be accessible on Tuesday July 11th for you to set up your exhibition stand at 08:00. Goods delivered in advance will be available for collection from the Shipping and Freight provider. All displays must be fully set up by 19:00 on Wednesday 12 July. The CityCube will be locked in the evening and will not reopen again until the following morning when the conference will commence. Please note trolleys are not available onsite and must be provided by the exhibitor.

### Storage

Each booth will have its own cubicle 1x1m with locker. Storage is also available during the conference. All items left behind after events by exhibitors will incur a disposal charge which will be added to the exhibitor bill.

**PLEASE TAKE THE TIME TO READ THE ATTACHED EXHIBITOR'S MANUAL FROM CAPITAL SERVICES.**



**Exhibition Services Order Forms**  
Download in PDF format



## Delivery Instructions

Please ensure all items for delivery are clearly labelled. Labels will be sent directly from DB Schenker upon receipt of an order.

Your goods must be packed in a way suitable to the method of transit and re-usable cases should be used if your goods are to be returned at the close of the exhibition.

Packages cannot be accepted prior to:

Aircargo to airport Berlin BER	11.7.2023
Roadcargo to the Schenker warehouse	11.7.2023

Delivery address:

Consign to: Schenker Deutschland AG  
Fairs, Events and Special Logistics  
Servicegebäude Süd  
Jafféstrasse2  
D-14055 Berlin GERMANY  
Tel.+49-30-3012995-420

Notify: **IUGG 2023 – name of exhibitor/hall B./stand no.**

Direct full load trucks to showsite 11.7.2023

Consign to: Name of Exhibitor  
c/o **IUGG 2023**  
**hall no. 2/stand no.**  
Messedamm22  
D-14055 Berlin GERMANY

\*\*\*Please complete the Delivery Label and include on all deliveries\*\*\*

Please note:

- Please use following email address for any arrangement with DB Schenker: [christian.boehme@dbschenker.com](mailto:christian.boehme@dbschenker.com) or [fairs.berlin@dbschenker.com](mailto:fairs.berlin@dbschenker.com)
- There must be a delivery label per package
- Any deliveries sent to the CityCube without a label will not be accepted
- Packages cannot be accepted prior to 1-day prior end of construction
- Any deliveries requiring a signature must be sent within Monday Friday from 08.00 to 17.00
- Schenker does not assume responsibility for the damage or loss of any articles, products or equipment left in the Conference Centre before, during or after an event.



## Loading and Unloading on-site

Access to the exhibition grounds for set-up and dismantling only according to traffic guide!

**PLEASE TAKE THE TIME TO READ THE ATTACHED TRAFFIC GUIDE - IUGG 2023**



**Traffic Guide - IUGG 2023**

Download in PDF format

## Dismantling

Dismantling of your display or stand is not permitted before Monday, July 17th 18h30. Stand contractors will not be permitted access to the exhibition areas until this time. Under no circumstances can exhibits be removed from the exhibit floor during conference hours. The organisers cannot be responsible for materials left in the CityCube. Any items to be collected after the conference, should be clearly labelled and left for collection on the stand. Goods will have to be collected before Thursday July, 20th 2023 at 22h00.

## Collection

All goods must be packaged, clearly labelled and placed for collection on the stand.

**PLEASE TAKE THE TIME TO READ THE ATTACHED TECHNICAL GUIDELINES FROM DB SCHENKER.**



**DB Schenker Freight Handling**

Download in PDF format



**Shipping Label**

Download in PDF format



**Shipping Manual**

Download in PDF format



# GENERAL INFORMATION

## Cleaning

### Preliminary cleaning (Cleaning during the night prior to the event)

Preliminary cleaning entails the cleaning of damp cloth or textile floor covering as well as dusting and washing of furniture (outside).

It is the Exhibitor's responsibility to maintain the stand in a clean condition at all times.

Other cleaning requirements (e.g. cleaning of exhibits) upon request with proof of hours worked.

## Damage

Please remember that you are responsible for any damage, caused by you or the staff working on your behalf at Berlin Messe. In your own interest, you should satisfy yourself as to the condition of your exhibition site before you set up your stand/exhibits. Floors, walls, roof and other parts of the exhibition area may not be damaged in any way by the drilling of holes or with nails, paint, glue etc. Exhibition Insurance is recommended.

## Insurance

While we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Please ensure that all exhibits are insured and note that you are also responsible for insuring against any legal liability incurred in respect of injury to or damage to property belonging to third parties.

## Lost Property

Please report any lost items to the Messe Organiser's Office. The Organisers take no responsibility for any lost items during the conference.

## Security

While every precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may befall your personnel and their property. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand at any time.

Please note:

- The exhibition space **will not** be locked during the night however buildings will be locked in the evenings.
- The Exhibition Organizer is responsible for overall supervision of the exhibition halls and the open-air grounds for the duration of the respective event. Overall supervision is only provided at certain times during construction and dismantling. Messe Berlin is entitled to take any control and/or surveillance measures deemed to be necessary.



## Security

Exhibitors / customers must themselves organise any stand surveillance which they deem necessary. Exhibitors / customers are only permitted to contract security firms authorised by Messe Berlin to guard their stands.

During construction work at times beyond the regular daily construction and dismantling periods, i. e. at night in the 10 p.m. to 7 a.m. period, the exhibitor / customer is obliged to contract surveillance and security services for the specific stand structure and area

## Smoking

Smoking in the CityCube is strictly forbidden.  
Smoking areas are available outside of the building.

## Hazardous Equipment

Any exhibitor proposing to exhibit equipment, using gases (including compressed air), laser equipment, radiological equipment, or biohazards should provide details in advance to the Exhibition Organiser, for approval by the Safety Officer.

## Exhibition Rules and Regulations

1. All stand structures, signs, exhibits etc., must be contained within the area allotted and may not project into or over the gangways.
2. The standard name boards are not to be covered.
3. No signs, graphic panels, banners, or other exhibits or display equipment may be fixed or attached to any part of the building. All displays must be free standing or attached to the display system or structure.
4. Work on all stands must be completed no later than 18:30 on Wednesday 12th July 2023.
5. No work, erection, decoration, or writing may be undertaken on the stands once the exhibition is open.
6. Exhibitor decoration needs to be removed without leaving any residues. Wall panels which are damaged or with graphics will be invoiced with 20,00€ per piece.
7. Excessive noise or loudspeakers are not permitted as this cause interference with other stands.
8. In the Interest of security, fire doors may not be used by exhibitors once the exhibition is in operation. Fire doors must always remain unobstructed.
9. Exhibitor badges should be always worn.
10. Exhibitors should familiarize themselves with the location of emergency exits and fire-fighting equipment within the hall. All security risks should be reported to the organizer's office.

**PLEASE TAKE THE TIME TO READ THE ATTACHED  
TECHNICAL GUIDELINES FROM MESSE BERLIN.**



**Berlin Messe - Technical Guidelines**  
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