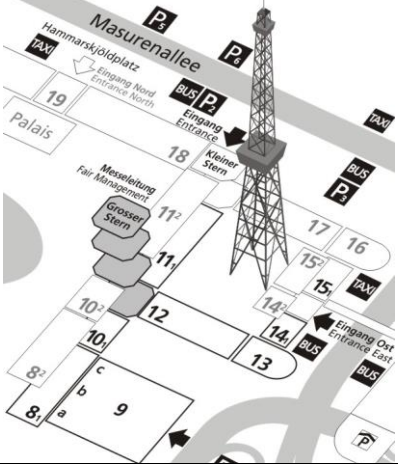


Bazaar Berlin
07 – 11 November 2018

GUIDELINES FOR EXHIBITORS

opening hours:
Wednesday to Saturday 10:00 – 20:00h
Sunday 10:00 – 19:00h

Visa	<p>Please do not forget to apply for your visa in time, at least 6 weeks before you intend to travel. For the invitation letter we need full names, dates of birth and passport numbers of the persons travelling to Berlin, if possible by email. Visa invitation letters are issued by Messe Berlin only after receipt of full payment for stand rental.</p>
Accomodation	<p>Unfortunately Messe Berlin cannot make any room reservations for exhibitors. In Berlin you can find hostels, hotels or apartments at moderate prices. The best way to book is via Internet. Here is a list of some reservation services:</p> <p>Berlin Tourismus:</p> <p>www.berlin.de/tourismus/unterkunft/hotels (in German, English, French, Italian, Polish, Turkish)</p> <p>www.berlin-tourist-information.com (in German, English, Spanish, French)</p> <p>Hotel Reservation Service: (German, English, Spanish, French) Tel.: ++49 (0) 1805 477 000 www.hrs.de</p> <p>Berliner Zimmer Service: (only in German) webmaster@berliner-zimmerservice.de www.berliner-zimmerservice.de</p> <p>bed & breakfast Berlin(German, English) Tim Schultze, Martin Schröder Feilnerstr. 1 10969 Berlin Tel.: ++49 (0) 30 78 91 39 71 Fax: ++49 (0) 30 78 91 39 72 www.bed-and-breakfast.de</p> <p>Net Hotels Deutschland GmbH (German, English) office@berlin.nethotels.com www.berlin.nethotels.com</p>
Transport of your exhibition goods	<p>Please see our separate information sheet "Transport / Customs"</p>

<p>Customs / CITES (Washington Agreement)</p>	<p>The rules and regulations of the CITES are stricter than in the past. Exhibitors intending to sell goods being object to the CITES are herewith asked to contact us urgently for further information. Please make sure that you have all necessary export and import licences.</p> <p>If selling any legally imported goods please note that you have to keep a registration book stating the import licence no. for each item and the date and address of the buyer. This book has to be shown to the customs authorities upon request. If you require any detailed information, please do not hesitate to contact us.</p> <p>The Office for the Environment and the Customs Investigations Team visit the Import Shop Berlin regularly to control the stands.</p>
<p>Public transport www.bvg.de (an English Version is available)</p>	<p>To entrance hall 19: Bus 104, Bus X34, Bus M49+ X49 or S-Bahn Messe Nord/ICC or Underground U2 to Theodor Heuss Platz</p> <p>To the entrance hall 14: Bus 104, Bus M34 + X34, Bus M49 to the stop Messedamm/ZOB/ICC</p>
<p>Access to exhibition grounds by car</p>	<p>There are rules and regulations regarding the access to the exhibition grounds by car or truck. You may only enter at gate 9 at certain hours and after having left a deposit of EUR 100,-</p> <p>We will send out a Traffic Guide with detailed information to all European exhibitors about 3 weeks before the beginning of the Import Shop Berlin.</p>
<p>Fair Management / Exhibitor's passes</p>  <p>The map shows the layout of the exhibition grounds with halls numbered 8 to 19. Key locations include Hammariskiölpplatz, Masurenallee, Palais, Messeleitung Fair Management, Großer Stern, and Kleiner Stern. Entrances are marked as 'Eingang Nord' and 'Eingang Ost'. Parking areas are labeled with 'P' and 'TAXI'. A central tower structure is also depicted.</p>	<p>The exhibitor's entry passes will be handed over after settlement of the stand rental invoice, only in the fair management office at „GROSSER STERN“ (between halls 10 and 11). You will receive free of charge per</p> <p>10 m2: 3 passes 20 m2: 4 passes 30m2: 5 passes 40m2: 6 passes</p> <p>Additional exhibitor passes can be bought at a price of EUR 10,-</p>
<p>Stand equipment</p>	<p>All matters regarding stand construction, furniture, electricity, spotlights etc. can be clarified at the Service Counter in the fair management at „GROSSER STERN“ (between halls 10 and 11). All items are being delivered only after full payment – even if these were ordered in advance.</p> <p>In case that you fix your own spot lights, please ask for the information sheet.</p> <p>Should you require a telephone line (also for Internet, Card Payment etc.) please contact us.</p>
<p>Long term parking</p>	<p>There is only a limited number of long term parking tickets. If required, please order it by filling the form which is sent to you together with the stand rental invoice.</p>

<p>Insurance against theft</p>	<p>Messe Berlin cannot be made liable for any loss or theft of goods. We therefore suggest that you take out your own insurance policy. (contact: Funk Gruppe: Funk Gruppe Postfach 12 29 D-10722 Berlin phone: (+30) 25 00 92 0 fax: 25 00 92 7 55 e-mail: info@funk-gruppe.de</p> <p>Please note: They accept only credit card payment.</p> <p>We kindly ask you to make sure that your goods are covered up over night.</p>
<p>Security advice</p>	<p>We kindly ask you to take good care of your valuables and your personal belongings during the whole time of the show, and especially during the construction and dismantling period. Please do not leave any goods in the halls over night on November 11th as the dismantling starts already at 19 hrs.</p>
<p>EXPO GUIDE WARNING!</p>	<p>Some of our exhibitors have received offers for fee-based listings to be published in alternative, non-official media. These publications are often referred to as reference works, commercial directories, or independent trade show publications, etc. Exhibitors generally receive pre-printed order forms that list the name of the Messe Berlin trade show, the dates, and exhibitor contact information including hall and stand numbers. This often gives them the impression that the publication is officially sanctioned by Messe Berlin.</p> <p>When exhibitors sign these order forms, they are obligated to pay for the listing. In many cases, the publication contracts are automatically extended for one year if they are not cancelled within a specified time period.</p> <p>We would like to inform you that we are not associated with these offers. Messe Berlin is not affiliated with these publishers in any way.</p> <p>We want our exhibitors to know that all Messe Berlin catalogues are either produced in-house, or outsourced for production and marketing to external suppliers. The publishing houses contracted by us identify themselves to exhibitors as exclusive catalogue publishers for Messe Berlin or for the specific trade show project.</p> <p>Incidentally, all registered trade show exhibitors are automatically listed with a basic entry in the official exhibition catalogue.</p> <p>If you have had negative experiences with offers for fee-based entries in non-official publications, we advise you to contact AUMA, the Association of the German Trade Fair Industry (e-mail: info@auma.de).</p>

We wish you a successful participation in the Bazaar Berlin 2018
Your Bazaar Berlin – Team