



## Exhibition dates – Stage|Set|Scenery 2019

Exhibition dates	18 – 20 June 2019
Deadline for registration	31 January 2019
Opening hours for visitors	Tuesday + Wednesday: 10 am – 6 pm, Thursday: 10 am – 5 pm
Opening hours for exhibitors	Tuesday + Wednesday: 9 am – 7 pm, Thursday: 9 am – 6 pm
Start/end of stand constructions	15 – 17 June 2019: 7 am – 10 pm
Stand dismantling	21 – 22 June 2019: 7 am – 10 pm

## Your personal contact

Patricia Pohle, Head of Project Management	T +49 30 3038 2003	<a href="mailto:pohle@messe-berlin.de">pohle@messe-berlin.de</a>	
Sarah Baumann, Project Manager	T +49 30 3038 2311	<a href="mailto:s.baumann@messe-berlin.de">s.baumann@messe-berlin.de</a>	for Halls 20, 21 and Passage Hall 20/21
Joshua Samuels, Project Manager	T +49 30 3038 2137	<a href="mailto:samuels@messe-berlin.de">samuels@messe-berlin.de</a>	for Hall 22
Britta Wolters, Press Officer	T +49 30 3038 2279	<a href="mailto:wolters@messe-berlin.de">wolters@messe-berlin.de</a>	
Yasmine Abbou, Press Assistant	T +49 30 3038 2266	<a href="mailto:abbou@messe-berlin.de">abbou@messe-berlin.de</a>	
Kerstin Weichelt, Marketing Manager	T +49 30 3038 1854	<a href="mailto:weichelt@messe-berlin.de">weichelt@messe-berlin.de</a>	



# Exhibition Guide Stage|Set|Scenery 2019

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PERIOD	TO DO	INFORMATION/ ORDERING	CONTACT PERSON
as early as possible	<b>INFORMATION TO HELP YOU DECIDE ON YOUR TRADE SHOW PARTICIPATION</b> Extensive information on Stage Set Scenery, as well as news and information on services are available on the Stage Set Scenery website. If you have any additional queries, please contact the project team who will be only glad to advise you and offer support.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a>	Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
as early as possible	<b>DEFINE TRADE SHOW GOALS</b> Define your trade show goals, they are the basis for your stand construction and activities at your stand and communication measures in the run-up to the trade show.		
as early as possible	<b>CONCEPTION OF STAND SIZE AND SHAPE</b> Make a decision of your rough concept (stand size and shape and in which area you want to be placed).	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Stand Application	Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
as early as possible	<b>CALCULATING COSTS / BUDGETING</b> The Stage Set Scenery team and Messe Berlin's subsidiaries MB Capital Services GmbH and MB Capital Catering GmbH will gladly assist you with calculating costs.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Stand Application -> Stand Rental Calculator	Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
as early as possible 31 January at the latest	<b>STAND APPLICATION</b> The pdf-file can be filled in by hand or online.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Stand Application	Messe Berlin GmbH Stage Set Scenery Messedamm 22 14055 Berlin, Germany F +49 30 3038 2089 <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
as early as possible 31 January at the latest	<b>LECTURE AT THE SAFETY-IN-ACTION-STAGE</b> Apply for a lecture at our Safety-in-Action-Stage in Hall 23, where everything will be focussing on all aspects of occupational safety and audience/spectator safety. Decision of the jury: February 2017	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibition Profile -> Supporting Programme -> Safety	Content: Christian A. Buschhoff T +49 30 50158487 <a href="mailto:safety@stage-set-scenery.de">safety@stage-set-scenery.de</a>
as early as possible 31 January at the latest	<b>LECTURE IN CONGRESS PROGRAMME</b> Apply for the 3-day, high-level conference, in the context of the Stage Set Scenery trade fair. Decision of the jury: February 2017	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibition Profile -> Conference	Content: Hubert Eckart T +49 228 369390 <a href="mailto:conference@stage-set-scenery.de">conference@stage-set-scenery.de</a>
as early as possible	<b>SIDE ROOMS FOR RENT</b> Rent side rooms for your press conference, workshops or presentations on the Exhibition Grounds.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Exhibition Planning -> Side Rooms	
as early as possible 5 May at the latest	<b>CO-EXHIBITOR REGISTRATION</b> Register your co-exhibitors in order to include them in the Stage Set Scenery fair catalogue.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Stand Application	Messe Berlin GmbH Stage Set Scenery Messedamm 22 14055 Berlin, Germany F +49 30 3038 2089 <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>

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from now on	<p><b>STAND ALLOCATION</b> Stand allocation is coordinated with exhibitors. After you have been allocated a stand you will receive a confirmation and a down payment invoice which needs to get paid within 2 weeks.</p>		Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
end of October till December	<p><b>TRAVEL AND ACCOMODATION</b> Messe Berlin will help you to plan your travel, your accommodation and your stay. You will find further information about arriving by plane or arriving by train and Hotels on the Stage Set Scenery Website. Apply for visa (if necessary).</p>	<p><a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -&gt; Exhibitors -&gt; Travel Info</p>	
from November	<p><b>EXHIBITS AND INFORMATION MATERIAL</b> Plan and provide exhibits and information material for your stand.</p>		
from November	<p><b>SPONSORING AND ADVERTISING</b> Ensure you achieve maximum impact at the fair with customer-targeted communications such as indoor and outdoor advertising on the exhibition grounds or sponsorship.</p>	<p><a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -&gt; Exhibitors -&gt; Marketing</p>	<p>MB Capital Services GmbH Lillith Strebl-Schneider T +49 30 3038 2406 <a href="mailto:Strebl-Schneider@mb-capital-services.de">Strebl-Schneider@mb-capital-services.de</a></p>
from November	<p><b>INDIVIDUAL STAND CONSTRUCTION</b> The subsidiary MB Capital Services GmbH acts to ensure a complete conception and realisation for your individual stand. Let MB Capital Services GmbH make you an offer!</p>	<p><a href="http://www.mb-capital-services.com">www.mb-capital-services.com</a></p>	<p>MB Capital Services GmbH Sabine Stark T +49 30 3069 6953 F +49 30 3067 2058 <a href="mailto:info@mb-capital-services.de">info@mb-capital-services.de</a></p>
from January	<p><b>YOUR ENTRY IN THE VIRTUAL MARKET PLACE® OF STAGE SET SCENERY</b> Generate your entry in the Virtual Market Place®, the online catalogue of Stage Set Scenery. Your entry is part of the Media-Package. You will automatically receive personal login details from the editorial team to enable you to update your internet presentation at any time. You can also register your co-exhibitors.</p> <p><b>Inew:</b> You don't have to edit your data in two places (Virtual Market Place® and catalogue) anymore. The Virtual Market Place® will be the leading system, where you can check and edit your data. This data will be transferred by the Musik-Media-Verlag GmbH &amp; Co.KG. Catalogue and advertising deadline: May 15, 2019</p>	<p><a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -&gt; Exhibitors -&gt; Virtual Market Place®</p>	<p>Virtual Market Place® Online-Marketing-Team T +49 30 3038 2211 <a href="mailto:editorial@virtualmarket.stage-set-scenery.de">editorial@virtualmarket.stage-set-scenery.de</a></p>

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PERIOD	TO DO	INFORMATION/ ORDERING	CONTACT PERSON
from February till 3 May	<b>CATALOGUE + MAGAZINE</b> Book your advertisement or your editorial content in the Stage Set Scenery catalogue.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Catalogue	MM-Musik-Media-Verlag GmbH & Co. KG Emil-Hoffmann-Str. 13 D-50996 Köln, Germany Contact Person: Leitung Media-Sales Angelika Müller T +49 2236 96 217 71 <a href="mailto:a.mueller@musikmedia.de">a.mueller@musikmedia.de</a>
from February	<b>LOGOS &amp; BANNER</b> Take advantage of the banner generator, where you can generate your own banner for your website. You can also use the free of charge logos and signets of Stage Set Scenery and integrate them.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Marketing -> Logos & Banner	
from February	<b>ADVERTISING MATERIALS</b> Order the free of charge advertising materials of Stage Set Scenery, as long as stock lasts.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Marketing	
from February	<b>ADMISSION VOUCHER FOR YOUR CLIENTS AND BUSINESS PARTNERS</b> Get in touch with your clients and business partners as early as possible and invite them to your stand. Make use of the advantage of our Cost Airbag + VIP-Ticket Service.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> online orders (BECO)	
from February	<b>TICKETS FOR THE STAGE SET SCENERY NIGHT</b> Join us for the Stage Set Scenery Night on June 21 at Palais am Funkturm, where everyone can communicate professionally and celebrate. Order tickets for you as well as for your clients and business partners.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibition Profile -> Supporting Programme -> Stage Set Scenery Night	
from March	<b>JOB VACANCIES</b> Publish your job vacancies in the Virtual Market Place® of Stage Set Scenery. This way you can easily arrange first meetings during the exhibition with the ideal candidates for your company.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Virtual Market Place®	Virtual Market Place® Online-Marketing-Team T +49 30 3038 2211 <a href="mailto:editorial@virtualmarket.stage-set-scenery.de">editorial@virtualmarket.stage-set-scenery.de</a>



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from March 18 April at the latest	<b>CONSTRUCTION REQUIRING OFFICIAL APPROVAL</b> Exhibitors with groundlevel, singlestory stands without roofs are not required to submit plans for approval, providing the stand is in compliance with all other technical guidelines. Any other type of stand, doublestory or special constructions require approval. Stand drawings with specifications (in duplicate, 1:100 scale or greater), including top and side views, must be received for approval by Messe Berlin latest 6 weeks before exhibition starts.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Stand Construction and Equipment	
from March	<b>PRESS RELEASE AND PRESS INVITATION</b> Send out your press release and your press invitation to your clients and business partners.		
from March	<b>PRESS CONFERENCE</b> Register your press conference (If you intend to).	www.stage-set-scenery.com -> Press -> PR for Exhibitors	Press Contact Person: Britta Wolters T +49 30 3038 2279 <a href="mailto:wolters@messe-berlin.de">wolters@messe-berlin.de</a> Yasmine Abbou T +49 30 3038 2266 <a href="mailto:abbou@messe-berlin.de">abbou@messe-berlin.de</a>



## April – June 2019

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from April	<p><b>NEW PRODUCTS AND ACTIVITIES</b> Assemble your information about new products and activities you plan during Stage Set Scenery for press and public relation. You can also label them in the Virtual Market Place®.</p>	<p>www.stage-set-scenery.com -&gt; Exhibitors -&gt; Virtual Market Place® -&gt; Press</p>	<p>Virtual Market Place® Online-Marketing-Team T +49 30 3038 2211 <a href="mailto:editorial@virtualmarket.stage-set-scenery.de">editorial@virtualmarket.stage-set-scenery.de</a> Press Contact Person: Britta Wolters T +49 30 3038 2279 <a href="mailto:wolters@messe-berlin.de">wolters@messe-berlin.de</a> Yasmine Abbou T +49 30 3038 2266 <a href="mailto:abbou@messe-berlin.de">abbou@messe-berlin.de</a></p>
from April	<p><b>PRESS RELEASE</b> Spread your press release via "news aktuell" and "Business Wire"</p>	<p>www.stage-set-scenery.com -&gt; Press -&gt; PR for Exhibitors</p>	<p><a href="mailto:stage-set-scenery-press-release@messe-berlin.de">stage-set-scenery-press-release@messe-berlin.de</a></p>
from April	<p><b>CONTACTS OF PR AND LOCAL CONTACT PERSONS</b> Deposit your local contact persons as well as your PR contact in the Virtual Market Place® of Stage Set Scenery.</p>	<p>www.stage-set-scenery.com -&gt; Exhibitors -&gt; Virtual Market Place®</p>	<p>Virtual Market Place® Online-Marketing-Team T +49 30 3038 2211 <a href="mailto:editorial@virtualmarket.stage-set-scenery.de">editorial@virtualmarket.stage-set-scenery.de</a></p>
from April	<p><b>ADDITIONAL EXHIBITOR PASSES</b> In case you need any additional exhibitor passes you can order them with costs.</p>	<p>www.stage-set-scenery.com -&gt; Exhibitors -&gt; Online orders (BECO) -&gt; Tickets and Parking Space</p>	<p>Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a></p>
from April	<p><b>CONSTRUCTION AND DISMANTLING PASSES</b> Construction and dismantling passes allow exhibitors and their staff to access the exhibition site during the construction and dismantling period. Exhibitors will receive the free passes well in advance of the exhibition. Furthermore, there is the possibility to collect them at the Stage Set Scenery fair management. Please note that the construction and dismantling passes are personalised and not transferable.</p>		<p><a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a></p>
from April	<p><b>WORKING PLATFORMS FOR CONSTRUCTION AND DISMANTLING</b> For installing and dismantling of exhibits and stand equipment.</p>	<p>www.stage-set-scenery.com -&gt; Exhibitors -&gt; Online orders (BECO) -&gt; Logistics</p>	<p>Agility Fairs &amp; Events GmbH T +49 30 3069 2 80 <a href="mailto:expoberlin@agilitylogistics.com">expoberlin@agilitylogistics.com</a> Schenker Deutschland AG T +49 30 301 2995 420 <a href="mailto:fairs.berlin@dbschenker.com">fairs.berlin@dbschenker.com</a></p>



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from April	<b>TECHNICAL INSTALLATIONS</b> Ordering of electrical, water, gas, extractor, compressed air, sprinkler installations of your stand.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Installations and Telecommunication	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:aussteller-service@messe-berlin.de">aussteller-service@messe-berlin.de</a> or: Webshop Team T +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
from April	<b>SUSPENDED DECORATION AND FABRIC COVERINGS</b> Items may only be suspended subject to structural conditions and only from the technical installations provided for this purpose. Please take notice of the conditions as stated in the Technical Guidelines item 3.1 'Hall data' and items 4.7.5 'Suspended items...' and 4.7.5.1 'Heavy suspended items'.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Stand Construction and Equipment	Technical eventcoordination T +49 30 3038 4022 till 4026 F +49 30 3038 4198
from April	<b>COMPLETE RANGE OF MODULAR STANDS</b> You can choose between 2 different types of complete range of modular stands which you can find in the stand application. They simplify your preparing for the exhibitor and also offer numerous additional features to make your stand individual.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Stand Construction and Equipment	MB Capital Services GmbH Sabine Stark T +49 30 3069 6953 F +49 30 3067 2058 <a href="mailto:info@mb-capital-services.de">info@mb-capital-services.de</a>
from April	<b>TELECOMMUNICATION</b> Ordering of telephone and ISDN connection, internet, cable TV, satellite sites and radio broadcasting installations for your stand.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Installations and Telecommunication	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:aussteller-service@messe-berlin.de">aussteller-service@messe-berlin.de</a> or: Webshop Team T +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
from April	<b>CATERING</b> Capital Catering GmbH, a subsidiary of Messe Berlin GmbH, will be happy to organise catering for your guests. Make use of their experience and expertise and let them make you an individual offer.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service and Catering <a href="http://www.capital-catering.com">www.capital-catering.com</a>	Capital Catering GmbH T +49 30 3038 1952 F +49 30 3038 912993 <a href="mailto:cateringservice@capital-catering.de">cateringservice@capital-catering.de</a>
from April	<b>PARKING SPACE FOR EXHIBITORS</b> Order parking space on the exhibition site, next to the halls or parking space near by the exhibition site. A charge is made for the parking vouchers and they are valid only during the exhibition.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Key order forms for the exhibition	MB Capital Services GmbH F +49 30 3069 6930 <a href="mailto:kartenservice@mb-capital-services.de">kartenservice@mb-capital-services.de</a>
From April	<b>CONTAINER AND VEHICLES</b> Sitings for containers and vehicles are available on the exhibiton site next to the halls. Vouchers are only issued for the entire duration of the event incl. construction and dismantling period.	www.stage-set-scenery.com -> Exhibitors -> Online orders (BECO) -> Tickets and Parking Space	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:logistics@messe-berlin.de">logistics@messe-berlin.de</a>

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from April	<b>STAND PERSONNEL</b> Capital Services GmbH, will be happy to organise hostesses and hosts. The job agency Bundesagentur für Arbeit can organise assistance with construction and dismantling.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service, Catering	MB Capital Services GmbH T +49 30 3038 1435 F +49 30 3038 1440 <a href="mailto:hostessen@mb-capital-services.de">hostessen@mb-capital-services.de</a> Berlin-Bundesagentur für Arbeit T +49 30 555572 1203 oder 1204 F +49 30 555572 1999 <a href="http://Spandau.Jobvermittlung@arbeitsagentur.de">Spandau.Jobvermittlung@arbeitsagentur.de</a>
from April	<b>STAND FACILITIES</b> Ordering of stand equipment, flower decoration, floor coverings, office equipment, furniture, video/audio sets, EDP equipment etc. for your stand.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Stand Construction and Equipment	MB Capital Services GmbH Stand construction + Service T +49 30 3067 2015 <a href="mailto:info@mb-capital-service.de">info@mb-capital-service.de</a>
from April	<b>WASTE DISPOSAL</b> All waste disposal will be at the exhibitors expense. This includes the punctual removal of waste materials left over after stand construction and dismantling. Exhibitors may work in an environmentally responsible manner.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service, Catering	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:fair-service@messe-berlin.de">fair-service@messe-berlin.de</a> or: Webshop Team T +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
from April	<b>CLEANING OF THE STAND</b> Messe Berlin GmbH will arrange for the thorough cleaning of the aisles. Exhibitors themselves are responsible for cleaning their own stands. If exhibitors wish to engage the services of porters for their stands, an official cleaning contractor appointed by Messe Berlin should be hired in the interests of uniformity and security.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service, Catering	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:fair-service@messe-berlin.de">fair-service@messe-berlin.de</a> or: Webshop Team T +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
from April	<b>SECURITY</b> General hall security will be provided by Messe Berlin GmbH to the extent required for the exhibition starting two days before and ending two days after the exhibition period. Stand security, however, is the sole responsibility of each exhibitor. Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service, Catering	Exhibitor Service T +49 30 3038 1400 F +49 30 3038 1460 <a href="mailto:fair-service@messe-berlin.de">fair-service@messe-berlin.de</a> or: Webshop Team T +49 30 3038 1468 <a href="mailto:beco-support@messe-berlin.de">beco-support@messe-berlin.de</a>
from April	<b>INSURANCE FOR EXHIBIT</b> All exhibitors are seriously advised to arrange insurance cover for their exhibits for the duration of the exhibition, during transport to and from the event and for any storage in intervening periods or after the event. The Stage Set Scenery Management does not accept any liability for persons or objects on the exhibition site - including construction and dismantling periods!	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Personnel, Stand Service, Catering	L. Funk & Söhne GmbH Insurance broker Mrs Wulf T +49 30 250092 512 <a href="mailto:r.wulf@funk-gruppe.de">r.wulf@funk-gruppe.de</a>

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from April	<b>REGISTRATION OF EVENTS AT YOUR STAND</b> Notification must be given in advance of any events taking place during the show which require special safety measures or are held outside of official opening hours.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Permissions and Technical Guidelines	MB Capital Services GmbH T +49 30 3038 4087
from April	<b>GEMA FEES FOR MUSIC PERFORMANCE</b> A GEMA license must be obtained for the public performance or reproduction of copyrighted music by means of phonograph records, videodisks, cassettes, audio tapes, video tapes or other sound or audiovisual media, and for musical performances. GEMA is the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Society for Musical Performing Rights and Mechanical Reproduction Rights).	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Exhibitors -> Online orders (BECO) -> Permissions and Technical Guidelines	GEMA-Bezirksdirektion Berlin Keithstraße 7 10787 Berlin, Germany T +49 30 21292 598 <a href="mailto:bd-b@gema.de">bd-b@gema.de</a>
April - May	<b>RECEIPT OF THE DOWN PAYMENT INVOICE</b> You will receipt the advance invoice for your stand rental, the AUMA fee and for the Media-Package.		Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
from May	<b>DAILY NEWS SERVICE</b> Daily online publication during the exhibition (20–22 June 2017) which includes current news about exhibitors and their products, technical reports, event notices and pictures. Distributors: approximately 15.000 subscribers of ProMedia.News.de and of the Stage Set Scenery newsletter.	<a href="http://www.stage-set-scenery.com">www.stage-set-scenery.com</a> -> Press -> Exhibitors -> Marketing -> PR für Exhibitors	MM-Musik-Media-Verlag GmbH & Co. KG Emil-Hoffmann-Str. 13 D-50996 Köln, Germany Contact Person: Media-Sales Angelika Müller T +49 2236 96 217 71 <a href="mailto:a.mueller@musikmedia.de">a.mueller@musikmedia.de</a>
15 – 17 June	<b>CONSTRUCTION</b> Contruction, stand personnel should be briefed, approval of the technical aspects of your stand is carried out by Messe Berlin's construction supervisors.		Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
18 – 20 June	<b>STAGE SET SCENERY</b> Access at 9 am with your exhibitor pass, for visitors beginning at 10 am.		Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>
21 – 22 June	<b>DISMANTLING</b>		
1 week after the exhibiton	<b>FOLLOW UP ACTION</b> Analysis, follow-up processing including thank-you letters to your clients and business partners.		
from July	<b>FINAL INVOICE</b> Settle your final invoice as soon as you receive it from Messe Berlin by post.		Project Management Stage Set Scenery <a href="mailto:stage-set-scenery@messe-berlin.de">stage-set-scenery@messe-berlin.de</a>

GENERAL

SEPTEMBER – JANUARY

FEBRUARY – MARCH

APRIL – JUNE