



## Additional guidelines for ITB Berlin

### Submission of stand designs

Provided that design and construction of the stand conform to the [Technical Guidelines](#), no drawings of single-storey stand structures in the halls need to be submitted for approval. If a stand occupies an entire hall, halls or large sections of a hall through which public routes / aisles have to pass and/or through which access to emergency exits has to be ensured, the respective stand or event area plans of single-storey structures as well have to be submitted to Messe Berlin for inspection and approval. Apart from this, all other stand structures, temporary structures, mobile stands, outdoor structures and special structures are subject to inspection and approval.

We kindly ask you to meet the deadline for submission of the complete documents for stand construction permit (see [Technical Guidelines](#), point 4.2.1): **15 January**.

### Construction heights

(Please refer to Technical Guidelines 4.3)

The maximum permitted height of any structure, including the upper edge of suspension and fascias, for stand areas up to 50 sqm is + 5.00m, and + 6.00m for stand areas 50 sqm to 200 sqm in all halls (see below for exceptions). Approval may be given for higher structures in individual cases, for exhibitors renting an entire hall or in the case of rental areas bigger than 200 sqm.

#### Exceptions:

Please request the maximum permitted height of multi storey structures on an individual basis at [messtechnik@messe-berlin.de](mailto:messtechnik@messe-berlin.de).

For exhibitors in halls 8.1, 10.1 and 11.1, there is a binding height restriction of 3.60m (resp. 2.50m beneath the wall juts into the room) for all structures. A height restriction of 4.00m also applies in areas of halls 14.1 and 15.1. In halls 1.1 to 6.1 the construction height is restricted to 5.50m, in some cases even to 5.00m or 3.50m.

Any part of a stand above + 2.50m, directly bordering an adjacent stand, must have a neutral, smooth white finish, without any advertising.

### Construction of multi-storey stands

For upper storeys additional costs are incurred. If the complete documents for stand construction permit are submitted until 15 January the fee is net 50.00 Euro per sqm of the upper storey. Afterwards, we have to charge net 150.00 Euro per sqm plus 0.60 Euro AUMA fee per sqm.

The calculation of surcharges for stands with more than one side open (corner, peninsula, island stand) remains unchanged. The surcharges will be calculated for areas up to 100 sqm. There is no supplementary charge on stands larger than 400 sqm.