

## EXHIBITOR CHECKLIST

GENERAL INFORMATION	
<b>Period of event</b>	
ILA Berlin 2022	June 22 - 26, 2022
International Supplier Center ISC	June 22 - 24, 2022
<b>Opening times</b>	
Opening times for exhibitors	8 a.m. - 7 p.m.
Opening times for trade visitors	10 a.m. - 6 p.m.
<b>Build-up and dismantling times</b>	
Build-up (halls and outdoor area except static display area)	June 14 - 20, 2022, daily between 7 a.m. - 10 p.m. on June 21, 2022, 7 a.m. - 8 p.m., decorative build-up from 3 p.m.
Build-up Static Display Area (SDA)	June 01 - 19, 2022, 7 a.m. - 10 p.m. from June 20, 2022 only upon individual coordination with MB flight operation on June 21, 2022 decorative build-up from 3 p.m.
Dismantling (halls and outdoor area except static display area)	June 27 - 30, 2022, daily between 7 a.m. - 10 p.m.
Dismantling Static Display Area (SDA)	SDA East: on June 27, 2022, 7 a.m. - 10 p.m.; on June 28, 2022, 7 a.m. - 12 at noon SDA West: June 27 - July 04, 2022, 7 a.m. - 10 p.m.; on July 05, 2022, 7 a.m. - 12 at noon <b>PLEASE NOTE: in each case only upon individual coordination with MB flight operation</b>
EARLIEST POSSIBLE	
Make your travel reservations	
Apply for visa, if required	
FEBRUARY 2022	
Book your stand space	<a href="#">ILA Website -&gt; Exhibitor Zone</a>
Confirm your placement proposal	<a href="mailto:exhibitor-ila@messe-berlin.com">exhibitor-ila@messe-berlin.com</a>
MARCH 2022	
Register co-exhibitors	<a href="#">ILA Website -&gt; Exhibitor Zone</a>
Receipt of order confirmation and invoice for stand rental	via e-Invoicing-Portal (Quadient)
Order additional stand equipment and services	<a href="#">BECO Webshop</a>
<b>PLEASE NOTE: individual deadlines depending on the service</b>	
APRIL 2022	
Onboarding for the ILA Digital Platform - Receipt of login data	
Order digital vouchers for customers and business partners	<a href="#">BECO Webshop -&gt; Tickets und parking space</a>
Send invitations to customers and business partners	
Submit stand construction plans for official approval (see Technical Guidelines)	<a href="mailto:messetechnik@messe-berlin.de">messetechnik@messe-berlin.de</a>
<b>DEADLINE: 6 weeks before the start of build-up at the latest</b>	
MAY 2022	
Personalize your calendar on the ILA Digital Platform	
Receipt of codes for free exhibitor passes	via email von Pretix (ticketing service provider)
Order build-up and dismantling passes	<a href="#">BECO Webshop -&gt; Tickets und parking area</a>
<b>PLEASE NOTE: Passes are personalized and therefore non-transferable, online registration required, no on-site registration!</b>	
JUNE 2022	
Pack your suitcase for your trip to Berlin	
<b>ILA Berlin 2022</b>	June 22 - 26, 2022
JULY 2022	
Receipt of final invoice	via e-Invoicing-Portal (Quadient)