



**21 - 23 MAY 2025**  
MESSE BERLIN - GERMANY

# Stand Build Regulations.

SUMMARY

(VER 6 – 03 MAR 25)

# Event Information

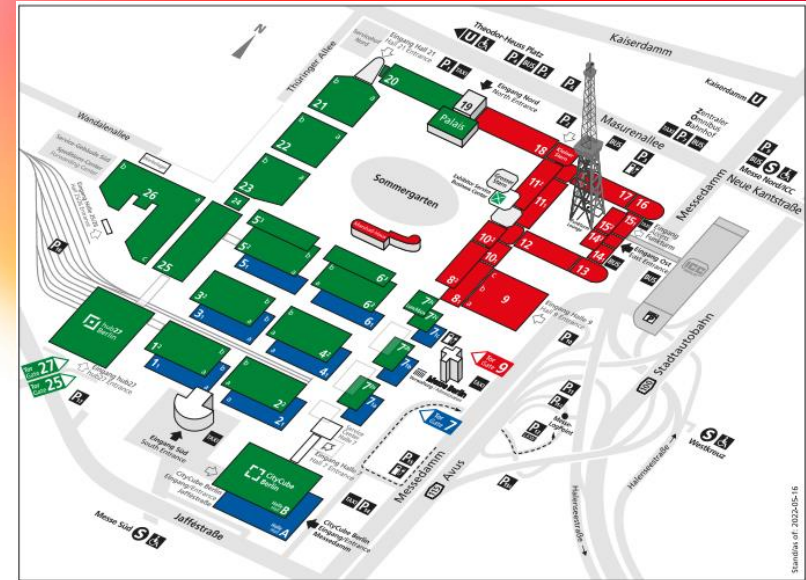
**DATES:**

May 21<sup>st</sup> to 23<sup>rd</sup>, 2025

**TIMINGS:**

9:30 am – 5 pm daily

**LOCATION:**



The Build up for GITEX Europe is from 17<sup>th</sup> to 20<sup>th</sup> of MAY 2025

Build-up working hours are 00:01 HRS from May 17<sup>th</sup> till 19:00 HRS on the 20<sup>th</sup> of May.

No lifting of equipment is permitted onsite. Lifting equipment can be hired at cost from AirLink International who are the official freight and logistics provider.

No lifting of equipment are permitted onsite. All onsite logistics onsite need to be book via Airlink International at a charge who are the official show freight and logistics provider.

# Build Schedule

Day	Date	Timing	Activity
Saturday	17 May 2025	Commencing 00:01hrs with 24hrs access	Access for Exclusive to Space Only Contractors and Exhibitors to commence build
Sunday	18 May 2025	Commencing 00:01hrs with 24hrs access	Access for Exclusive to Space Only Contractors and Exhibitors to commence build
Monday	19 May 2025	Commencing 00:01hrs with 24hrs access	Build continues for all halls
Monday	19 May 2025	From 14:00 onwards	Access for all Shell Scheme Exhibitors to set up their stands.
Tuesday	20 May 2025	Till 19.00	Space only Exhibitors – All stands, exhibits and displays need to be completed. Shell Scheme Exhibitors – All exhibits and displays need to be completed. All Exhibitors – All Stand fitting materials and equipment need to be removed from halls. All packing materials to be stored on stand or removed from halls.

# Show Days

Day	Timing	Activity
21 May 2025	8:00	Access to all exhibitors
	10:30	Official Inauguration
	09:30	Show Open to Visitors
	17:00	Show Closes to Visitors
22 – 23 May 2025	09:30 – 17:00	Show opening / Closing

# Dismantle Days

Day	Timing	Activity
23 May 2025	18:30	Halls are cleared of all visitors
	19:00	Stand power disconnected
	19:30	Delivery of empty cartons to the stand will start
	20:30	Dismantling commences. Access to all contractors
	21:00	Trucks will be allowed to enter loading areas
	23:59	Dismantling to continue
24 May 2025	All Day	Stands to be dismantled.
25 May 2025	00:00 - 16:00	<b>ALL Halls</b> to be cleared of all stand materials, packing cases, waste material, and pallet trucks must be removed from the halls.

# Online Exhibitor Manual

## **EVENT INFORMATION**

- Includes organizer contact information, event timetable, official service contractors list, stand build regulations and exhibitor badge information. This also has a reference guide to the overall event and the venue, including access information, locations and general do's & don'ts.

## **FREIGHT FORWARDER**

- Official freight forwarder information & guidelines. Contains relevant forms needed for shipping, onsite handling and so on.

## **HEALTH & SAFETY REGULATIONS**

- This section is very important. Exhibitors should appoint one designated person to ensure guidelines under this section are strictly adhered to during participating.

## **TECHNICAL MANUAL**

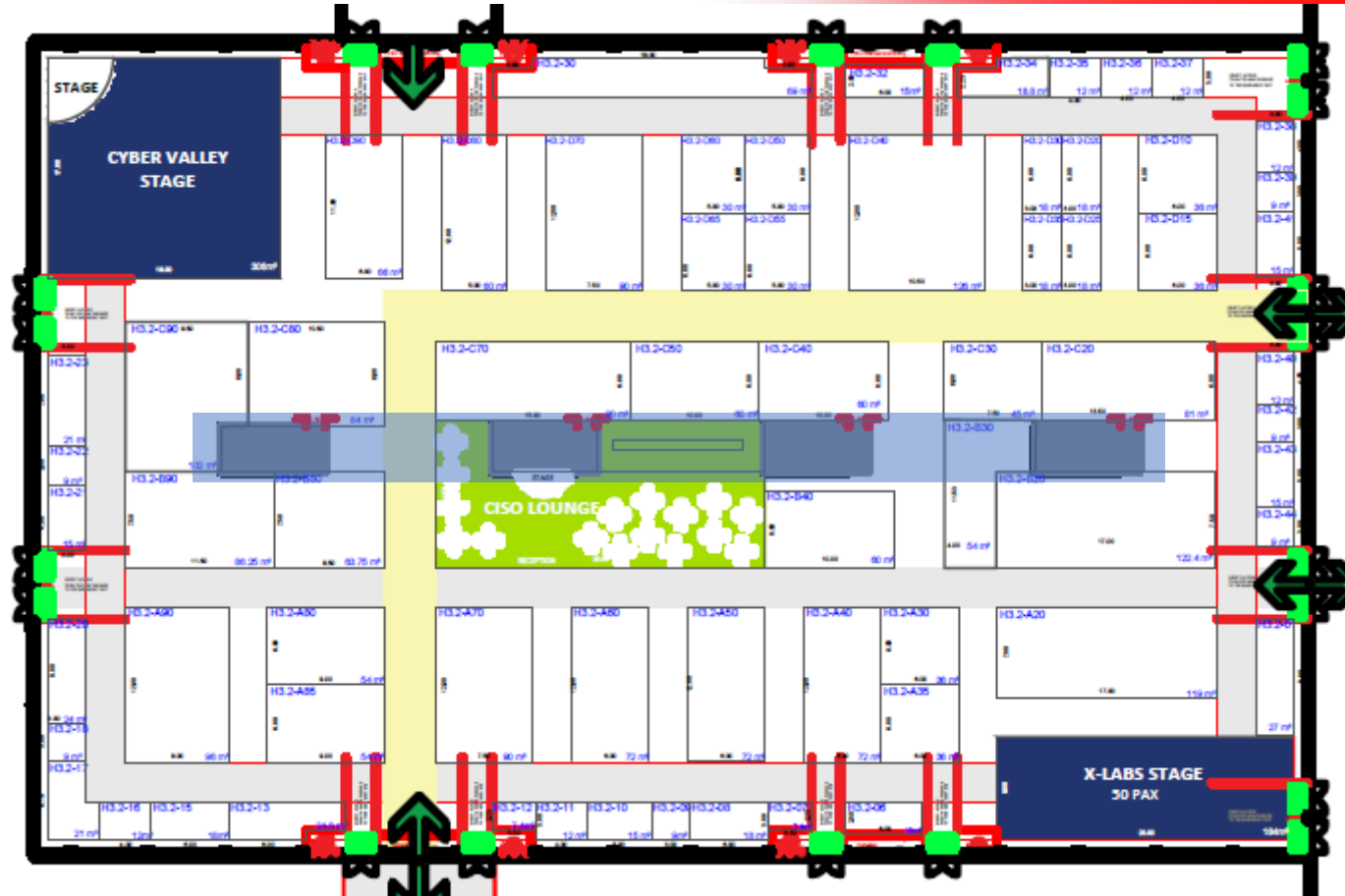
- All technical regulations in this document are based on the General Technical Guidelines of Messe Berlin. The technical manual contains specific information that the contractors must read and act upon.

# Stand Height Regulations

Hall Number	Height Restrictions
H1.2 – 4.2	6.0m possible without restrictions
H5.2 - 6.2	6.0m possible except UNDERBEAM/BULKHEAD 5.0m
	No double decker structures

*"All technical regulations in this document are based on the general Technical Guidelines of Messe Berlin. The contents of this document have been adapted by ORGANIZER to include specific guidelines for the GITEX Berlin. The Technical Guidelines of Messe Berlin continue to apply in full. The documents are available for download [here.](#)"*

# Bulkhead



Note: only applicable for H5.2& 6.2



# Hall Lighting

Kindly be informed that the lighting in the Cyber Valley Halls (3.2) will be dimmed between to 25% to 50% capacity during the event for the curation of the halls. Stand lighting must be self-illuminating for better visibility and brightness augmentation.

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# Stand Design Submission Steps

**Login to the Online Exhibitor Manual.**

Full details of the stand with technical drawings and renders are required.

Please ensure the following are included and uploaded when submitting your stand plan for approval:

- Technical drawings showing all angles, dimensions and height
- 3D Perspectives of the stand
- Production and assembly schedule based on build days from 18<sup>th</sup> to 20<sup>th</sup> May 2025. Please note that this will be monitored by the Organiser and their appointed staff.
- Stand Structure Form submitted via the online manual
- Letter of Undertaking

**Double Decker/Two Story Stands are not permitted.**

# Stand Design Submission Steps

## Complex Stands

**The stand installation is not considered to have been approved until Messe Berlin has confirmed this in writing.**

The customer / exhibitor will be invoiced for construction approval process costs and any fees incurred:

Messe Berlin will charge **10.00 EUR per m<sup>2</sup>** stand construction, at minimum **440.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.

If the submitted structural analysis has not been checked then Messe Berlin can be requested to carry out a check.

For the test of construction drawings and statical calculation, Messe Berlin will charge **10.00 EUR per m<sup>2</sup>** of the presented stand construction, at minimum **600.00 EUR**. Additional inspections will be charged with proof of time.

The documents must be signed by the exhibitor (client) and by the person preparing the design/structural engineer!

Prices are quoted **excluding** statutory VAT. By signing the order, you confirm acceptance of the stated conditions.

**Please note: Please verify your company's/ client's internal order number for these services.**

**An additional fee of 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.**

**\* The below stands are subject to a stand review fee from the Messe Berlin Venue.**

- 1. Stand is more than 1000sqm**
- 2. Stand has a platform more than 20cm.**
- 3. Stand is in front of an emergency exit or included it within their build space**
- 4. Stand is going across any gangway.**

**\*The Operations Manager has the right to submit a stand for Messe Berlin Technical team review should they see the necessity.**

# Stand Fitting Information – Space Only

The floor loading maximum permissible surface load 10kN/m<sup>2</sup> forklift and truck wheel load 40kN. Exhibitors with heavier exhibits should provide the organiser with details of the exhibits together with their exact position so that they can ascertain whether the exhibit can be accommodated. Reinforcement of the stand platform to distribute the weight is the responsibility of the exhibitor.

Trolleys have a maximum weight load of 100kgs to avoid damaging the event floor. Any damage to the event floor will be refurbished at the cost of the exhibitor.

Should you require assistance in moving your items to your stand, please contact our official on-site handling contractor AirLink International.

There is no cutting, welding, sanding, spray painting or any other activity which results excess waste and air pollution allowed within the venue. Items should be brought to site pre-fabricated. Any of the aforementioned activities takes place outside the venue. All waste collection and disposal is the responsibility of the contractor.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, and ceilings of existing or temporary structures.

# Stand Fitting Information – Space Only

## 1. Important Information:

- All Space Only Exhibitors shall submit the Stand Structure Details Form via online exhibitor manual.
- Where a stand edge faces directly or in part onto another stand, all construction must be arranged so that no more than 30% of the stand edge is enclosed with walling.
- In order to ensure that our visitors make the most of the event and are able to navigate their way around, it is a strict condition of exhibiting, that each “Space Only” Stand design incorporates the Stand Number assigned by the Organiser.
- **Each Exhibitor is responsible for ordering their own waste disposal for buildup, show days and dismantle periods. This service can be booked via the Messe Berlin Online Webshop.**

## 2. Adjoining Walls:

- Any Exhibitor whose stand area joins another on any side may agree with any such adjoining Exhibitor not to build a dividing wall, or agree to share the cost of any division required. Failure to agree will result in both Exhibitors being responsible for erecting, within the boundaries of their stands, a form of division.
- The customer / exhibitor is required to provide a clean, white surface on the back of the stand boundary partitions facing the adjacent stand, without advertisements and up to the full height of the partition (even if it exceeds 2.5 m).
- All walls on a stand must be of a uniform level. Uneven height walls within the design will be rejected.

## 3. Graphics, branding and logos:

- Graphics are not to be placed on towers or other structures at the rear of the stand so as to blatantly overshadow an adjoining stand and must be shown on all drawings submitted for approval.
- The Operations Manager reserves the right to arbitrate in any dispute and their decision is final. In the interest of the Exhibition as a whole, it may be necessary to remove or alter part of a stand. If we feel this action must be taken, this will be at the expense of the Exhibitor concerned.

# Stand Fitting Information – Space Only

## 4. Columns/Light Poles/Pillars/Totems:

- These are allowed to be positioned on stands.
- The dimensions of any one side of such structures should not exceed 1.5 meters in width.
- Multiple structures should have a minimum distance of five linear meters between them.

## 5. Stand Numbers On Space Only Stands:

- In order to ensure that our visitors make the most of the event and are able to navigate their way around, it is a strict condition of exhibiting, that each “Space Only” Stand design incorporates Stand Number assigned by Organiser. Please ensure to display your stand number in a prominent and visible part of the stand.
- Failure to do so will mean that KAOUN International GmbH. will install a sticker on the stand during the master clean that may not be in a position of your choosing.
- The size of the stand number needs to be a minimum of 15cm in length

# Stand Fitting Information – Space Only

## 6. Walling Regulations:

### a) Perimeter Walling

Where a stand edge faces directly or in part onto another stand, all construction must be arranged so that:

- No more than 30% of the stand edge is enclosed with walling
- Walling storerooms 6 linear meters in length must be broken up with transparent glazing, openings or other such features so as to create an open feel to the stand
- All external walling must be finished in a decorative and attractive manner and may utilize the side/back walls for branding purposes
- Where stand edges face directly onto a wall, or officially designated catering/seating area, no walling restrictions apply.

### b) Other Walling/Rooms On Stand

- Solid running walls on stands should be confined to the central area of the stand. The total length of walling should not be more than 30% of the corresponding side (width or depth) of the stand. Any meeting / storerooms should be confined to the central area of the back / side walls and should in no way obstructing the view of the immediate neighboring stands.

# Stand Fitting Information – Space Only

## 7. Emergency Access Gangways:

- Clear access is required through each hall during build-up and teardown to ensure that in the event of an emergency, fire and ambulance service personnel are not restricted in any way. This is achieved with the allocation of emergency access gangways which will be clearly defined on all floor plans. Exhibitors must therefore ensure that all gangways adjoining the stand are not blocked during build-up and teardown to an extent which inhibits the movement of other Exhibitors and freight.
- The Exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the opening hours of the exhibition.
- It is the Exhibitor's responsibility to ensure that all Contractors, delivery drivers and other staff involved in the build-up and teardown of its stand are aware of the existence and importance of the emergency gangways and ensure that they do not obstruct the gangways in any way whatsoever.
- KAOUN International GmbH reserves the right to enforce these gangways in such ways as it sees fit; including the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the Halls or on the stand.



# Stand Fitting Information – Space Only

## 8. Emergency Lighting:

- The illumination provided by normal lighting and by the emergency lighting should each be sufficient to enable the public, performers and staff to see their way out of the premises, stands, seminar rooms and theatres battery-operated. The horizontal luminance at floor level provided from either source along the center line of defined escape routes should nowhere be less than 1 lux.
- Care should be exercised so that the failure of a single lamp on either supply will not cause a hazard.
- Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.
- Rooms with fabric or muslin type ceilings must allow adequate light through should the hall lights dim in the event of an emergency and all exits must have a battery-operated emergency exit sign.

## 9. Floor Coverings:

- The entire space of all allocated Space Only stands must be covered with a suitable floor covering.
- Floor coverings may only be fixed to the floor using an industry recommended type of carpet tape, we recommend Euro tape, Eurocel and Advance tape.
- Areas of stands on the perimeter that are not sufficiently covered will be carpeted in the gangway carpet and this area will be charged to the Exhibitor.
- Exhibitors wishing to incorporate flooring with a metal finish must arrange with the appointed electrical Contractor to have the area adequately bonded to earth if necessary.

# Stand Fitting Information – Space Only

## Stand Design Submission & Approval:

- It is a strict condition of exhibiting that each “Space Only” Exhibitor submits the Stand Structure Form via the online exhibitor manual. This must be accompanied by details of work to be carried out including dimensional drawings showing the front, side and back perspectives, elevation and floor layout of the stand.
- This is not only essential to ascertain compliance with the Organisers but also ensure that no errors have been made in the interpretation of stand area, size and position.
- This form is to be submitted with all required information before the deadline, 30 days before the start of the move in
- All drawings must be in English & scale used is at least 1:200
- Provide all mandatory requirements as per the stand structure form

## Non-Complex “Space Only” Stands

- Detailed plan view, clearly showing the overall dimensions of the stand, position of major exhibits, all walling and audio visual equipment.
- Detail of each open elevation, clearly showing the dimensions of all heights, graphics, logos, etc.

## Complex “Space Only” Stands

- Complex Stand construction documents must be submitted to Messe Berlin as digital PDF files, in German and/or English, 6 weeks prior to the start of your construction period. Please ensure that the submitted documents are PDF files without password protection. Verifiable proof of stability (structural analysis) must be supplied in all cases. The required forms to proceed with the approval must also be included in the application. These forms are ‘Test for Construction’ and ‘Load Distribution Measures’(where required).

# Stand Fitting Information – Space Only

Detailed copies of the initial design showing the basic principles of the stand and any feature elements should be submitted before the deadline; **6 weeks before the start of the move in.**

## FULLY DETAILED SETS

1. Dimensional plan views of each floor, clearly showing planned construction, the position of major exhibits and engineers' equipment.
2. Detailed elevation drawings taken from each open side and any appropriate sections;
3. Plan and elevation drawings of each stairwell, ramp, balustrade and infill showing compliance to rules and regulations;
4. Copies of a simple plan view of the upper deck showing dimensional walkways, public access areas and means of escape.
5. Structural drawings and calculations (in English) including any design certificates, load tests to comply with good design practice and will only be accepted where provided by competent, qualified experienced structural engineers.
- 6. All submissions must include detailed professional engineers calculations of the proposed structure.**
7. The materials to be used in the construction of the Stand.
8. The width and position of any fire or emergency exit and escape routes within the Stand, and the provision made in the structure of the Stand for protection against fire and spread of flame.
9. Copies of the Method Statement and Risk Assessment. See Health & Safety Information.

Failure to meet any of the deadlines stipulated could result in the stand not being approved and therefore not built. Hereto no work is to commence in the venue until written approval is obtained from the Operations Manager.

# General Information

## Adhesive Tapes:

Kindly be informed that the lighting in the Cyber Valley Halls (3.2) will be dimmed between to 25% to 50% capacity during the event for the curation of the halls. Stand lighting must be self-illuminating for better visibility and brightness augmentation.

## Adhesive Tapes:

1. Adhesive tapes used to fix carpets or other materials to floor areas must be removed after use without damage to the floor.
2. Plastic packing tape, gaffer tape, masking tape or drafting tape, which are the most difficult tapes to remove from floors, is not to be used.

KAOUN International GmbH. recommend that the following tapes are used – Euro tape, Eurocel and Advance tape.

KAOUN International GmbH. will examine the hall floors after the removal of tapes and if the floor surface is found to be damaged a charge will be made for repairs.

Any tapes not removed by the Contractor will be removed by KAOUN International GmbH. and a charge per meter will be applied.

# General Information

## Dilapidations:

1. The Exhibitor is responsible for any damage to the fabric of the premises caused by it, its agents or its Contractors. This includes incorrect use of carpet tape on the hall floor; we recommend Euro tape, Eurocel and Advance tape. (See Adhesive Tapes).
2. On arrival at the Venue, the Exhibitor or its appointed Contractor is required to report to the Organiser who will inspect the stand area for dilapidations.
3. During teardown, and once the stand area has been cleared of all stand fittings, exhibits and waste materials, the Exhibitor or its appointed Contractor will be required to sign a clearance form (confirming any dilapidations) issued by the Organiser.
4. Failure to obtain a clearance form will result in the loss of right of appeal against any dilapidation charges made.
5. Before the end of the tenancy, the premises will be inspected by Kaoun International GmbH. and, in accordance with the License, any damage to the building structure occasioned by an Exhibitor or its Contractor will be notified to the Organiser who will invoice the Exhibitor for the cost of any repairs.

# General Information

## People Of Determination Access :

1. Exhibitors should ensure that they have considered all features that may make it unreasonably difficult for a disabled person to access their stand.
2. Any Exhibitor incorporating a platform that exceeds 38mm in height or a part platform that exceeds 20m<sup>2</sup> AND 38mm in height, MUST ensure that it is accessible to the disabled visitor and should contain clear and specified access and constructed in such a way as to conform to the following:
3. Beveled Platform areas adjacent to emergency exits, safety-related equipment or visitor entrances must be equipped with ramps (slope of 6%/3,5°) at the full width of the respective areas. The ramp surface must be laid evenly and made of a non-slip material. The use of plain floor coverings is only permitted if they comply with evaluation group R10 according to DIN 51 130 (see also BGR 181).
  - A minimum of 1000mm wide
  - Fitted with a handrail on each side or other such division to avoid any trip hazard resulting from the change of floor levels.

# General Information

## Audio Visual Equipment

The use of PA systems, video monitors, video walls, etc., are ONLY permitted provided the following is observed:

- All speakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the center point of the stand.
- Video equipment must be placed so as not to blatantly face other stands, or so as to cause restrictions in the flow of visitors down any gangways. Sufficient space must be allocated within the boundaries of the stand for the viewing of any such video features.
- The use of super high intensity bass systems, strobe lighting or any other such type of audio visual equipment, is prohibited without the written permission of the Operations Manager
- All lights, projectors and reflectors etc....must be positioned to ensure that the beam projected is contained within the boundaries of an Exhibitor's allotted stand area at all times.
- All such equipment must be clearly indicated on the submitted stand design.

# Official Contractors

## Messe Berlin Venue Exhibitor Services

**Webshop**, where you can order all additional services such as for example:

- Rigging
- Utilities
- Internet
- Waste Disposal
- Stand Cleaning
- Furniture
- Security
- Multi-Media Equipment
- Temporary Staff
- Flowers & Plants

Tel: +49(0)30/3038-1400

Email: [gitex-webshop@mb-capital-services.de](mailto:gitex-webshop@mb-capital-services.de)

URL : [Messe Berlin eShop - - GXE 25 GITEX](#)

For all **Catering** inquiries: MB Capital Catering GmbH:

[cateringservice@capital-catering.de](mailto:cateringservice@capital-catering.de)

Tel: +49 (0)30 3038 2993

## Official Stand Contractor

### MB Capital Services GmbH

Your stand presentation can determine the success of your participation at a trade show. Well-designed presentations are the best possible way to showcase your new products and enhance your company's impression upon target customers, general public and your own members of staff.

MB Capital Services GmbH can deal with the entire process - from the initial idea to its implementation.

Tel: +49 (0) 30 3038 0

For assistance, please email:

**For Shell Scheme stands:** [gitex-shellscheme@mb-capital-services.de](mailto:gitex-shellscheme@mb-capital-services.de)

**For Pods:** [gitex-pods@mb-capital-services.de](mailto:gitex-pods@mb-capital-services.de)

**For all other enquires:** [gitex-maincontractor@mb-capital-services.de](mailto:gitex-maincontractor@mb-capital-services.de)

For all **Advertising & Sponsoring** inquiries please contact:

[gitex-advertising@mb-capital-services.de](mailto:gitex-advertising@mb-capital-services.de)



# Official Contractors

Official Logistics Services/Freight Forwarder:



Mr. Nishan Abdulla  
Assistant Manager

Tel.: [+971 4 332 5334](tel:+97143325334) / Mobile: [+971 54 5837771](tel:+971545837771)

E-Mail: [Nishan@airlink.ae](mailto:Nishan@airlink.ae)

General Escalations:

Mr. William Lobo

General Manager

Tel.: [+971 4 332 5334](tel:+97143325334) / Mobile: [+971 55 2206547](tel:+971552206547)

E-Mail: [William@airlink.ae](mailto:William@airlink.ae)

# Important Contacts

Sales Team – [Sales@gitex-europe.com](mailto:Sales@gitex-europe.com)

Operations Team – [Operations@gitex-europe.com](mailto:Operations@gitex-europe.com)

Marketing & PR – [Marketing@gitex-europe.com](mailto:Marketing@gitex-europe.com)

Show Administration - [Support@gitex-europe.com](mailto:Support@gitex-europe.com)

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**GITEX Europe Webpage**



GITEX

EUROPE

*Berlin*