

Important Dates of conhIT 2018	
Duration	17 to 19 April 2018
Opening times for exhibitors	7 am - 7 pm
Opening times for visitors, academy	09:00 a.m. - 1:00 p.m.
Opening times for visitors, congress	09:30 a.m. - 1:00 p.m.
Opening times for visitors, trade fair	11 a.m. - 6 p.m.
Stand Construction and Dismantling	
Start of Stand Construction	14 April 2018, from 7 am
End of Stand Construction,	16 April 2018, open End only for decorations!
Dismantling	19 April 2018, 1 hour after fair closing, until 21 April 2018
Stand Construction and Dismantling times	daily between 7 am until 10 pm
Your Contacts at Messe Berlin GmbH – Trade Fair	
Ursula Baumann, Senior Project Manager	Tel. +49(0)30/3038-2253, baumann@messe-berlin.de
Vera Sagatz, Project Manager, Placement + Exhibitor Service	Tel. +49(0)30/3038-2057, sagatz@messe-berlin.de
Loretta Loretta Blažek, Project Manager, Partners + Exhibitor Service	Tel. +49(0)30/3038-2297, blazek@messe-berlin.de
Shanti-Caroline Baumgärtner, Project Manager	Tel. +49(0)30/3038-2231, baumgaertner@messe-berlin.de
Andrea Hillmann, Project Manager, mobile Health ZONE/Startup-Café	Tel. +49(0)30/3038-2259, hillmann@messe-berlin.de
Your Contacts at bvitg e.V. – Congress, Academy, Networking	
Anja Brysch, Project Manager, Congress, Academy, Networking	Tel. +49(0)30/20622-5858, anja.brysch@bvitg.de
Juliane Müller, event management	Tel. +49(0)30/20622-5857, juliane.mueller@bvitg.de

APPLICATION

Deadline	Task	Contact Person	Information	Form
from August 2017	PLACEMENT Placement talks starting now, stand proposals for exhibitors without partner packages since October 15, 2017.	Project Manager Vera Sagatz Tel. +49 (0)30/3038-2057 sagatz@messe-berlin.de Loretta Blažek Tel. +49 (0)30/3038-2297 Loretta.Blažek@messe-berlin.de		
December 2017 / January 2018	STAND APPLICATION Not registered yet? Now hurry! If there are spaces left, you can still register.	Project Manager Tel. +49 (0)30/3038-2057, -2297, -2331 conhit@messe-berlin.de	Stand Rental Calculator	conhIT 2018 Stand Application
Deadline: February 07, 2018	CO-EXHIBITOR registration To ensure mentioning in our print and online catalog, your co-exhibitors must be registered before the deadline. After the deadline registration in the Virtual Market Place is possible at any time.	Project Manager Tel. +49 (0)30/3038-2057, -2297, -2331 conhit@messe-berlin.de		conhIT 2018 Stand Application

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
since October 2017	The Online-Shop BECO conhIT is the ordering platform for all products and services that are needed for a successful trade fair presentation. BECO includes all of the order forms, information as well as guidelines for the preparation of your stand.	Onlineshop Team Tel.: +49(0)30/3038-1468 beco-support@messe-berlin.de		BECO - Onlineshop
since November 2017	TICKET VOUCHER for your business partners and customers We offer both digital and print ticket vouchers for you to invite business partners and customers to your stand. After the fair you will only be charged the redeemed vouchers at a discounted price. Only one ticket for Congress and Trade Fair!	MB Capital Services GmbH Tel.: +49 (0) 30 47 99 74 84 Fax: +49 (0) 30 30 69 69 30 csg-ticketservice@papagena.de		BECO - Onlineshop
16. October - 17. November 2017	CONGRESS CALL FOR PAPERS Apply via the online Call for Papers for conhIT lectures.	bvitg Servicegesellschaft Juliane Müller Tel. +49 (0)30/20622-5858 juliane.mueller@bvitg.de	-	https://www.conhit.de/en/
from December 2017, Deadline is set by the publisher	ADDITIONAL ENTRIES IN THE CONHIT EXHIBITION CATALOGUE The basic entry (company, address, hall/stand number) is part of the Advertising Box. All additional entries, such as being included in the product list, additional lines, logo and App must be ordered from Neureuter Fair Media.	Neureuter Fair Media GmbH Mr. Iletmis Tel. +49(0)201/36547-416 iletmis@neureuter.de		conhIT Catalogue

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
WARNING!!!	WARNING !!!! EXPO-GUIDE We would like to point out that Messe Berlin is in no way affiliated to the publishers of the Expo-Guide or FairGuide. Please check requests of updating your data very cautiously and contact us if you are in doubt!	Project Manager Tel. +49(0)30/3038-2057, -2297, -2331 conhit@messe-berlin.de	-	Warning Expo-Guide and FairGuide
from January 2018	VIRTUAL MARKET PLACE ONLINE CATALOGUE The entry in the Virtual Market Place (VMP) is part of the Advertising Box. You will receive your personal login details from the VMP editorial office and can update your entry in the Advertising Box at any time. For details about your Advertising Box, please refer to page 13 of the stand application documents. Upgrades can be booked via the BECO Onlineshop or in the VMP.	VMP Redaktion Tel: +49 (0)30 / 3038-2180 editorial@virtualmarket.conhit.de	Upgrade Virtual Market Place	conhIT-Upgrade
from 15. January 2018	EXHIBITOR PASSES Exhibitor passes allow exhibitors to access the Exhibition Center before, during and after the exhibition period. They also entitle to visit the conference speeches. The free vouchers will be sent to you from January onwards. Stands up to 20 m ² = 3 pcs. Each additional 10 m ² = 1 pc. Additional passes can be ordered and are charged. Please consider: The Exhibitor passes are personalised and are not transferable.	conhIT Team, Tel. +49 0)30/3038-2225 conhit@messe-berlin.de MB Capital Services Tel. +49 (0)30/3069-6969 kartenservice@messe-berlin.de		Exhibitor Passes

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
from 15. January 2018	CONSTRUCTION AND DISMANTLING PASSES Allow exhibitors and their employees to access the Exhibition Grounds during the construction and dismantling period. The free passes will be sent to the exhibitor together with the stand confirmation, beginning in January. Additional passes can be ordered and will be delivered to the exhibitor in the desired number in time before conhIT or may be picked up onsite at the exhibitor service in room Trier 3.	Project Manager Tel. +49(0)30/3038-2225 conhit@messe-berlin.de		Construction and Dismantling Passes
15. January - 09. February 2018	INNOVATION SESSION on, CALL for PAPERS; application period	bvitg Servicegesellschaft Anja Brysch Tel. +49 (0)30/20622-5858 anja.brysch@bvitg.de		https://www.conhit.de/en/
15. January - 09. February 2018	eHealth-Slam , CALL for PAPERS; application period	bvitg Servicegesellschaft Anja Brysch Tel. +49 (0)30/20622-5858 anja.brysch@bvitg.de	-	https://www.conhit.de/en/
15. January - 09. February 2018	EXHIBITION TOURS CALL for PAPERS; application period	bvitg Servicegesellschaft Anja Brysch Tel. +49 (0)30/20622-5858 anja.brysch@bvitg.de	-	https://www.conhit.de/en/
Deadline: 19. January, 2018 and 07. February, 2018	EXHIBITION HIGHLIGHTS The exhibition highlights unite the conhIT 2018 innovations and trends. They are published in advance in German and English and are sent to national and international journalists in digital form. During conhIT they will be available in printed form. You can present your company news and product news here.	AM-com Redaktionsbüro Dr.-Ing. Andreas Müller Tel. +49(0)30/4775 6368 highlights@am-com.de		Press – Exhibitions Highlights

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
Deadline: 09. February, 2018	CAREER GUIDE The Career Guide is presented during the conhIT and sent to registered students a few weeks before the conhIT. It contains all the essential information about conhIT exhibitors interested in being contacted by young professionals. Please enter your data in the Virtual Market Place.	conhIT Team Tel. +49(0)30/3038-2225 conhit@messe-berlin.de		Career Guide
Deadline: 09. February, 2018	PRESS GUIDE The press guide contains the contact data of the exhibitors press contacts. Please enter your data in the Virtual Market Place. The entry is free of charge for conhIT exhibitors.	Press and Public Relations Britta Wolters Tel.: +49 (0)30/3038-2279 E-Mail: woltersa@messe-berlin.de	Virtual Market Place	Press Guide
Deadline: 6. April, 2018	CAREER SPEED NETWORKING On 18. April 2018 Representatives from Health IT businesses are available for 5-minute-conversations for anyone interested. Furthermore, there will be enough time for additional discussions after the event. There is no fixed order in speed networking, every participant chooses the preferred partner on-site. Reservation is required.	bvitg Servicegesellschaft Juliane Müller Tel. +49(0)30/ 206 22 58 57 juliane.mueller@bvitg.de		Career speed Networking
Deadline: 6 weeks before the fair begins: 20. March, 2018	STAND CONSTRUCTION PERMIT Single-storey stands in the halls do not need approval, provided that they comply with the technical guidelines. All other stands like double storied structures or special constructions do require approval. Plans with dimensions, scaled with at least 1:100 with floorplans and views, must be submitted with duplicate for approval at the latest 6 weeks before the fair begins.	Messe Berlin GmbH ES, Herr Fickenscher Tel. +49(0)30/3038-4025 fickenscher@messe-berlin.de	-	Stand Construction Permit

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
<p>Deadline: 16. March, 2018</p> <p>For orders after the deadline, an extra charge of 30% will be charged.</p>	<p>STAND HOSTESS</p> <p>Capital Services GmbH will be pleased to provide hosts and hostesses. Support with construction, disassembly and stand assistance is offered by the Bundesagentur für Arbeit Berlin Nord (Federal Employment Agency, Berlin North).</p>	<p>MB Capital Services Tel. +49 (0)30/3038-1435 hostessen@mb-capital-services.de</p> <p>Bundesagentur für Arbeit Tel. +49 (0)30/555572-1204 Spandau.Jobvermittlung@arbeitsagentur.de</p>	<p>Construction Support</p>	<p>Stand Hostess Application</p>
<p>Deadline: 20. March, 2018</p> <p>For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>STAND CLEANING</p> <p>Exhibitors bear the sole responsibility of cleaning their exhibition stands. If an exhibitor wishes to commission the cleaning of his stand, it can only be performed by a Messe Berlin cleaning company due to uniformity and safety reasons.</p>	<p>Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de</p>	-	<p>Stand Cleaning</p>
<p>Deadline: 20. March, 2018</p> <p>For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>TECHNICAL INSTALLATIONS</p> <p>Ordering electricity and water supplies, as well as electricity-, water-, gas- and steam outlet hoses, compressed air and sprinkler installations for your stand.</p>	<p>Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de</p>		<p>Technical Installations</p>

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
Deadline: 20. March, 2018 For orders after the deadline, an extra charge of 20% will be charged.	TELECOMMUNICATIONS Ordering telephone, ISDN lines, Internet, cable TV, satellite parking spaces and wireless transmitters for your stand.	Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de	-	Tele-communications
Starting at registration	CUSTOM DESIGNS FOR YOUR STAND If desired, MB Capital Services, a subsidiary of Messe Berlin GmbH, can take over the entire planning from the idea and design to implementation. Ask for an offer!	MB Capital Services Tel. +49(0)30/3067-2044 design@mb-capital-services.de		Individual Stand Construction
Deadline: 20. March, 2018	SYSTEM STANDS RENTAL Pre-built system stands facilitate your trade fair participation and can be customized by various additional equipments.	MB Capital Services GmbH Standbau + Services Sven Romann/Sabine Stark Tel. +49(0)30/3069-69 52/53 romann@mb-capital-services.de stark@mb-capital-services.de	Complete stand offer Stand Application page 17	System Stands Rental
Deadline: 20. March, 2018 After the deadline availability can not be guaranteed	STAND EQUIPMENT Orders of counters / cabinets, flower decorations, flooring, office equipment, furniture, video /audio sets, computer accessories etc. for your stand.	MB Capital Services GmbH Standbau + Services Sven Romann /Sabine Stark Tel. +49(0)30/3069-69 52/53 romann@mb-capital-services.de stark@mb-capital-services.de		Stand Equipment

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
<p>Deadline: 20. March, 2018</p> <p>For orders after the deadline, an extra charge of 30% will be charged.</p>	<p>SUSPENSIONS FROM HALL CEILING; LIGHTING AND RIGGING</p> <p>Suspensions are only possible in accordance with the structural conditions of the intended technical facilities. Please refer to the Technical Guidelines points 3.1 "Hall data", 4.7.5 "Suspending items from hall ceilings" and 4.7.5.1 "Heavy suspended items".</p>	<p>Überkopf Tel. +49(0)30/555 74 48-20 messe-berlin@ueberkopf.de</p>		<p>Suspensions from hall ceiling, Lighting and Rigging</p>
<p>Deadline: 20. March, 2018</p> <p>For orders after the deadline, an extra charge of 20% will be charged.</p>	<p>STAND SECURITY</p> <p>General hall supervision is provided by Messe Berlin GmbH. However, the supervision of the booth is the responsibility of the exhibitor. Standguards may only be provided by the security company commissioned by Messe Berlin. Please do not forget to guard your stand in the transit time between 8 and 11 o'clock.</p>	<p>Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de</p>		<p>Stand Security</p>
<p>Deadline: 29. March, 2018</p>	<p>FLYER AND FREE PROMOTIONAL PRODUCTS</p> <p>We provide you with flyers and other marketing material for free, inviting you to inform your customers. Banners and logos can be found on our website under Exhibitor Services.</p>	<p>conhIT Team Tel. +49(0)30/3038-2225 conhit@messe-berlin.de</p>	<p>Banners and logos</p>	<p>Free Promotional Products Ordering</p>
<p>Deadline: 12 April, 2018</p>	<p>JOB EXCHANGE</p> <p>Job advertisements can be arranged at the Job Market. This service is free for partners and fee based for exhibitors.</p>	<p>conhIT Team Tel. +49(0)30/3038-2225 conhit@messe-berlin.de</p>	-	<p>Job Exchange</p>

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
Deadline: 2. April, 2018	WASTE DISPOSAL Disposal of waste is at the expense of the exhibitor. This includes the prompt removal of waste during assembly and disassembly of the stand. The exhibitor is obliged to behave environmentally friendly. Please refer to the Technical Guidelines point 6 "Environmental Protection".	Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de		Waste Disposal
Deadline: 2. April, 2018	PRESS BOX The conhIT press team will be pleased to assist in the planning and execution of your press activities, such as planning press conferences.	Press and Public Relations Britta Wolters, Tel.: +49(0)30/3038-2279 wolters@messe-berlin.de	-	Press Box
Deadline: 2. April, 2018	INSURANCE All exhibitors are strongly recommended to insure the exhibits for the duration of the exhibition, as well as transport and storage periods. The fair management is not liable to any person or property on the exhibition grounds - even during construction and dismantling periods!	Recommendation: Funk & Söhne GmbH Versicherungsmakler Tel. +49(0)30/250092-510 y.deraaij@funk-gruppe.de		Insurance
Deadline: 2. April, 2018	EVENTS AT STAND Events during the exhibition period must be registered if special safety precautions are needed or if they take place outside of official opening hours.	Logistics and Event Security Tel. +49(0)30/3038-4084 logistics@messe-berlin.de		Events at stands

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
now	HOTEL AND TRAVEL Messe Berlin provides you with special offers for your trip. Contact our cooperation partner for advice and customized services.	Contacts can be found on our website.		Hotel and Travel
WARNING!!!	WARNING !!!! HOTEL RESERVATIONS We clearly emphasize that EHM as well as EHS are not affiliated with conhIT in any way. Please check offers cautiously and contact us when you are in doubt.	conhIT Team Tel. +49(0)30/3038-2225 conhit@messe-berlin.de		Warning Hotel Reservations
now	MUSIC ACTIVITIES at fairs and exhibitions (GEMA) Public performance/play of copyrighted music from vinyl records, video discs, tapes, audio tapes, video tapes or other sound or image recording media, and music presentations require the approval of GEMA.	GEMA-Bezirksdirektion Berlin Tel. +49(0)30/21292-0 bd-b@gema.de	-	GEMA Application Form
now	CAR PARKING for EXHIBITORS Parking are available at the Exhibition Center (next to the halls) as well as outside the Exhibition Center. The parking permits are valid only during the event. Access to the Exhibition Grounds: 8 am - 6 pm, on April 21 only until 4 pm.	MB Capital Services Tel. +49(0)30/3069-6969 kartenservice@messe-berlin.de	Traffic Guide	Car Parking
now	CATERING Capital Catering GmbH will gladly provide catering for your guests, your exhibition stand or your stand party. Ask for your individual offer!	Capital Catering GmbH Tel. +49(0)30/3038-2993/-1952 cateringservice@capital-catering.de www.capital-catering.de		Capital Catering

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
now	<p>CONTAINER AND TRUCK PARKING</p> <p>Truck parking is available on the exhibition grounds. The parking lots are allocated for the entire duration of the event (including assembly and dismantling).</p>	<p>Exhibitor-Service Tel. +49(0)30/3038-1400 aussteller-service@messe-berlin.de</p>		Containers and Trucks
now	<p>SHIPPING SERVICES</p> <p>The two shipping partners of the Messe Berlin GmbH, Agility Fairs & Events GmbH and Schenker Germany AG, offer various services such as transport to the exhibition, technical equipment, storage and import/export customs clearance.</p>	<p>Agility Fairs & Events GmbH Tel. +49(0)30/3069-280 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel. +49(0)30/301 2995 420 fairs.berlin@dbschenker.com</p>	-	Logistic
now	<p>WORK PLATFORMS</p> <p>for construction and dismantling of exhibits.</p>	<p>Agility Fairs & Events GmbH Tel. +49(0)30/3069-280 expoberlin@agilitylogistics.com Schenker Deutschland AG Tel. +49(0)30/301 2995 420 fairs.berlin@dbschenker.com</p>		Work Platforms

FAIR TRADE PREPARATION

Deadline	Task	Contact Person	Information	Form
ATTENTION !!				
Attention!!	HALL ACCESS In the official assembly period, the halls are open from 7 am - 10 pm. Exemptions require a written explanation.	Logistics and Event Security Tel. +49(0)30/3038-4088 logistics@messe-berlin.de		
Attention!!	TRAFFIC COORDINATON Access to the Exhibition Grounds - Traffic Guide: Gate 25 (Jafféstraße) Please note: For smooth construction and dismantling traffic a Traffic Guide has been applied which regulates the access periods and dwelling times on the Exhibition Grounds. Entering is only possible with a deposit (EUR 200.00).	Logistics and Event Security Tel. +49(0)30/3038-4088 logistics@messe-berlin.de	-	Traffic Guide