

**Dear exhibitors,**

From 16 to 18 November the Berlin Design Exchange will take place at Wiebestrasse 42. In order to ensure that the assembly and dismantling process is as stress-free as possible, we will send you circular e-mails on the course of the fair in the next few days.

**Construction & Delivery:**

Thu. 15.11. between 17 and 20 o'clock

Fr. 16.11. between 8 and 17.30 o'clock

(Sat. between 11 and 12 o'clock)

Dismantling. Sun. 18.11:

Sun. 18.11 from 18 - to Mo. 19.11. 12 o'clock

**Load elevators:**

For the transport to the second floor to the Loewesaal we have two large load elevators available from the inner courtyards. It is essential to follow the instructions given by the staff at the lifts! The lifts must be loaded evenly in terms of weight, otherwise the elevator will stop due to tilting.

From the lifts to your seat it is between 50 and 100 meters. This year we do not have wheelbarrows for the transport from the lift to your seat. Please bring your own sack trucks.

**Parking:**

We can rent you 10 private parking spaces in the two inner courtyards. These have to be registered with us and cost 30 Euro/parking space extra. (Please inform us of your license plate number).

Important restriction: The parking lot is only for the days Saturday and Sunday. On Friday the parking spaces are still used by the rented companies.

Otherwise it is not difficult to find parking spaces in the Wiebestrasse. There is no parking space management and the parking spaces on the street are all free of charge.

**Opening hours of the stock exchange:**

Fr.16.11. from 17.30 to 21 o'clock (visitors may already be admitted from 16.30 o'clock)

Sa.17.11. from 12 to 20 o'clock (dealer admission from 11 o'clock)

So.18.11 . from 10 to 18 o'clock (dealer admission from 9 o'clock)

**Delivery during the fair:**

Furniture and larger parts can be delivered by an elevator during the whole fair. We will also provide you with telephone numbers where you can reach the lift attendants.

**Electricity:**

For all those who have ordered electricity - please do not forget to take the appropriate extension cables and distribution boxes with you. Exhibitors from abroad need adapters.

**Stand construction & fire protection**

The floor, walls and columns must not be drilled into or damaged during stand construction. Welding equipment and open fires are strictly prohibited.

Please note that certain polishes and solvents are hazardous to fire and explosion. These may not be taken along.

If there is a fire extinguisher in the area of your stand, it must not be covered or added to.

**Smoking ban:**

Please note: The smoking ban applies to the entire Loewesaal. For smokers, we will set up a smoking area with standing ashtrays and a snack in the courtyard under the canopies by the lift.

**Open invoices - please pay immediately:**

If you have not yet paid the stand rent, please transfer immediately.