



Exhibitor Timetable

MAY - JULY		
Early May to 31 July 2023	Submit your stand registration online	www.fruitlogistica.com/en/exhibitors/registration/
31 July 2023	Registration deadline for exhibitors , then registration for the waiting list	www.fruitlogistica.com/en/exhibitors/registration/
AUGUST		
from August	Submit registration for Tech Stage and Innovation Award (FLIA)	www.fruitlogistica.com/en/events/tech-stage/ www.fruitlogistica.com/en/events/innovation-award-(flia)/
SEPTEMBER - OCTOBER		
September - October	Receipt of placement proposal, confirmation of placement	via exhibitor portal
	Register co-exhibitors online	www.fruitlogistica.com/en/exhibitors/registration/
	Advertising & Sponsoring	www.fruitlogistica.com/en/exhibitors/marketing/advertising-spaces-sponsoring/
as early as possible	Make travel reservations	www.fruitlogistica.com/en/trade-visitors/travel-hotel/
	Apply for visa if required	www.fruitlogistica.com/en/trade-visitors/travel-hotel/visa/
	Select stand construction company, noting all relevant regulations	www.fruitlogistica.com/en/exhibitors/exhibition-planning/
from October 2023	Registration for Spotlight and Startup Day	www.fruitlogistica.com/en/trade-visitors/spotlight/ www.fruitlogistica.com/en/events/startup-day/
NOVEMBER		
from November 2023	Receive down payment invoice incl. official stand number	electronic invoicing via E-invoicing portal Quadient
	Order additional services - BECO-Webshop	www.fruitlogistica.com/en/exhibitors/beco-webshop/
	Order construction and dismantling passes	www.fruitlogistica.com/en/exhibitors/beco-webshop/
	Send invitations to customers and business partners	
	Order entry vouchers for customers and business partners	www.fruitlogistica.com/en/exhibitors/beco-webshop/
	Order PR services and digital press box	www.fruitlogistica.com/en/press/
4 November 2023	Closing date for Spotlight exhibitors	www.fruitlogistica.com/en/trade-visitors/spotlight/
	Closing date for Startup Day	www.fruitlogistica.com/en/events/startup-day/
10 November 2023	Closing date for co-exhibitors	www.fruitlogistica.com/en/exhibitors/registration/
17 November 2023	Closing date for Innovation Award (FLIA)	www.fruitlogistica.com/en/events/innovation-award-(flia)/
until 28 November 2023	Submit stand construction plans for official approval only mandatory for multistorey stands	messetechnik@messe-berlin.de
until 30 November 2023	Update your FRUIT LOGISTICA Online (FLO) / Exhibition Guide: entries for exhibitors/co-exhibitors	Link via email to all exhibitors. This can be used to maintain and update the exhibitor entry.

Subject to change. Please note: further information may follow at a later date at fruitlogistica.com



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DECEMBER		
2 December 2023	Closing date for Spotlight for co-exhibitors	www.fruitlogistica.com/en/trade-visitors/spotlight/
	Closing date for Tech Stage bookings	www.fruitlogistica.com/en/events/tech-stage/
middle of December 2023	Receiving codes for free exhibitor passes	The codes will be sent via email from tickets@messe-berlin.de versendet
	Book your time slot via VisiFair. Event code ZkiUQ.	
21 December 2023	Exhibition Guide deadline für advertisement booking	www.fruitlogistica.com/en/exhibitors/marketing/exhibition-guide/
JANUARY		
until 3 January 2024	Order stand equipment (electrical and water connections etc.)	Book your online orders here: >>> www.beco.messe-berlin.com <<<
	Organize transport of stand equipment	
	Order parking places for vehicles	
	Order waste disposal and stand cleaning services	
	Order security services, insurance, storage	
	Order catering	
	Book additional staff for stand	
5 January 2024	Exhibition Guide deadline for printing materials	www.fruitlogistica.com/en/exhibitors/marketing/exhibition-guide/
FEBRUARY		
1 February 2024	Start of stand construction in halls: 1.1, 2.1, 3.1, 4.1, 5.1, 6.1	
from 2 February 2024	Stand construction in all halls from 7.00 a.m. to 0.00 p.m. daily	1–5 February 2024: night works possible; ordering at least 1 day before (BECO Webshop > Permissions and Technical Guidelines)
5 February 2024	End of stand construction: 0.00 p.m. (stand construction inspection)	
6 February 2024	End of stand decoration: 10.00 p.m.	
7–9 February 2024	Opening hours for exhibitors:	8.00 a.m.–7.00 p.m., Friday 8.00 a.m.–5.00 p.m.
	Opening hours for trade visitors:	9.00 a.m.–6.00 p.m., Friday 9.00 a.m.–4.00 p.m.
9 February 2024	Start of stand dismantling in all halls: 4.00 p.m.	! Exhibitors are obliged to maintain their stands fully equipped and decorated and to man the stand with official staff for the entire duration of the exhibition from 9.00 a.m. to 6.00 p.m. each day. Dismantling of stands before 4.00 p.m. on Friday, 9 February 2024.
10–12 February 2024	Stand dismantling: 7.00 a.m.–10.00 p.m. daily	
APRIL		
April 2024	Receive final invoice	electronic invoicing via E-Invoicing-Portal

#FL24



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