

Delivery address for exhibitor deliveries within the exhibition grounds and ICC Berlin

The post room and porter's offices at Messe Berlin are neither authorized, nor equipped, to take responsibility for deliveries of any kind. They cannot be made accountable for the allocation and distribution of deliveries.

The Deutsche Post (letters and parcels) and all leading courier and delivery services are permitted to carry out deliveries within the exhibition grounds, halls and ICC Berlin.
The courier companies are aware of the exhibition grounds' deposit policy.

During trade fair events, the courier service GO! (General Overnight) has an office located within the exhibition grounds and is readily available to attend to any delivery requirements.
The logistics companies Schenker and Agility Affairs & Events are situated within the exhibition grounds and are at your disposal for larger deliveries.

Please note:

Most courier services require advance booking and payment for deliveries on Saturdays, Sundays and public holidays.

We strongly recommend that the names of individual employees are not written on exhibitor deliveries. In the past this has resulted in the named employees being requested to attend the main customs office for customs inspection and clearance, and subsequently being charged by the courier service for any resulting customs and transport costs.

The address format shown below has been approved by the courier services and also enables them to better coordinate and schedule their delivery rounds.

For this reason, please adhere to the following standardized address formats:

Delivery address for the exhibition grounds

Exhibitor: *Company name + Hall + Stand No.*
c/o Messegelände der Messe Berlin + e.g. IFA
Messedamm 22
14055 BERLIN
GERMANY

Delivery address for the ICC Berlin

Exhibitor: *Company name + Hall + Stand No.*
c/o ICC Berlin+ e.g. Congress xxx
Einfahrt Wirtschaftshof
Hauslager
Neue Kantstrasse
14057 BERLIN
GERMANY