



Manual “Booking of a loadingzone”

Step 1 “creating a user account (if not already given)”

Everybody (Exhibitors, stand construction companies, forwarders / agents) can create an account, which you need to use to access the system for reservations and bookings at any time.

https://www.ax4.com/ax4/control/customer_service?hash=MesseBerlin

Step 2 (reservation of a loadingzone)

After choosing your desired event, hall and time window all available loadingzones will be shown. The following data are necessary: Exhibitors/stand builders, Hall/stand, forwarding agent/carrier, truck mark, Name and cellphone number of the carrier and vehicle type. In connection to your reservation, you are going to get a preliminary confirmation of your reservation via E-mail.

Step 3 “booking logistics services” (not necessary for self-loader)

Reservations are valid up to 24 hours, if you stated that you want to book logistics services. Your reservation needs to be transferred into a final booking by the forwarding agent e.g. Schenker.

Please get in touch with your desired contractor (one of the two official forwarding agents from Messe Berlin) within the next 24 hours (on workdays) including your reservation-ID. Your reservation will be canceled, if you do not get in touch with your desired contractor within the next 24 hours.

Step 4 “booking confirmation”

You will receive a confirmation mail within the next 24 hours (on workdays). In connection to this your reservation will become a booking. You will find your access pass inside your account. This access pass is necessary for the entry to the Messe Berlin area.

If you did not get any booking confirmation or if you have any other questions according to booking a loadingzone, please turn to Schenker Deutschland AG-DB SCHENKERfairs-
Tel.: +49 (0) 30- 301 2995 420, fairs.berlin@dbschenker.com .

Please note:

Before you can enter the Messe Berlin area, you have to get in touch with your assigned LogPoint (according to the traffic guide). Please arrive at the LogPoint Selchow: two hours before your booked time window – at the LogPoint Messe Berlin: one hour before your booked time window. At the LogPoint you will receive your final entry documents.