

## service from a to z

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### **Laser Optics Berlin and microsys berlin** **19 – 21 March 2012**

#### **Service from a to z**

##### **Times of construction**

Commencement of construction: 16. March 2012, daily from 7 a.m. - 10 p.m.  
Completion of construction: 18. March 2012, by 10 p.m.

##### **Times of dismantling**

Commencement of dismantling: 21. March 2012, 5 p.m. to 10 p.m.  
Completion of dismantling: 22. March 2012, 7 a.m. to 10 p.m.

**Please consider that you can not start dismantling before 4.00 p.m. on March 21<sup>st</sup>.  
The gateway to the fair ground is arranged by traffic guide.**

**Please find the Exhibitor Service 2012 at [www.laser-optics-berlin.com/Exhibitor-Service](http://www.laser-optics-berlin.com/Exhibitor-Service)**

##### **ADAC Service for Motorists**

Assistance for exhibitors and visitors travelling to the show by car  
Telephone +49 0180 22 22 222  
Truck Service +49 800 524 8010

##### **Advertising spaces for Marketing and Sponsoring**

MB Capital Services, Service Center, Hall 7, 6<sup>th</sup> floor  
Telephone +49 30 30 38 24 06, Telefax +49 30 3038 22 39

##### **Airports/Hotline**

Hotline for both airports: Tegel and Schönefeld,  
Information 0180 5000 186  
Booking 0180 569 45 69  
[www.berlin-airport.de](http://www.berlin-airport.de)

##### **Audio systems**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 67 2015, Telefax +49 30 30 67 20 18  
For technical inquiries: GATE, Telephone +49 30 393 44 00

##### **Banks /Cash Machines**

ReiseBank (at the branch office "Zoological Garden" railway station), Telephone +49 30 881 7117  
Cash machine: Hall 14.1

##### **Carpet Rentals**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin, Telephone +49 30 30 67 20-15/17  
Langhammer & Vogt, between Halls 16/17, 1<sup>st</sup> Floor, Telephone +49 30 30 38 5758,  
Telefax +49 30 30 67 20 18

##### **Catering**

Capital Catering GmbH, Messedamm 22, 14055 Berlin, Telephone +49 30 30 38 - 2901 / 3929  
Stand Services (during exhibition only), Telephone +49 30 30 38 - 2993, -1952, Telefax 49 30 30 38 1951

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### **Catering (Capital Catering GmbH)**

Trade Fair Grounds, Telephone +49 30 3038 3929,  
Telefax +49 30 3038 1998, email: Baarts@capital-catering.de

#### Delivery service to the booth

Telephone +49 30 3038 - 2993 or -1952  
Telefax +49 30 3038 1952, email: cateringservice@capital-catering.de

#### Construction:

16 March 2012: Restaurant Casino, Hall 7.3, 8.30 am - 2.30 pm, Telephone +49(0)30 3038 1927

#### Catering during Dismantling:

22 March 2012: Restaurant Casino, Hall 7.3, 8:30 am – 2.30 pm Telephone +49(0)30 3038 1927

#### 19 – 21 March 2012

Laser Optics Berlin Restaurant Hall 13

### **Cloakrooms/Luggage Lock-up**

Entrance Hall 14.1

### **Courier Services**

GO! General Overnight & Express Logistik GmbH  
Wohlrabedamm 14, 13629 Berlin, Telephone: +49 30 85 00 88

### **Customs**

Customs Office (Berlin), 10965 Berlin, Mehringdamm 129c, Telephone +49 30 690 09 01  
Exhibition grounds: Service Building South, Entrance: Gate 25, Jafféstraße 2  
Telephone +49 30 3300794 0, Telefax +49 30 3300794 29

### **Displays / Graphics**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 67 20 15, Telefax +49 30 30 67 20 18  
Messe Grafik GbR, Servicegebäude Süd, Jafféstr. 2, 14055 Berlin, Telephone +49 30 3038 5757

### **Decorations (Suspended), non-flammable Materials, Floor Coverings**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
For technical inquiries: Langhammer & Vogt, between Halls 16/17, 1<sup>st</sup> floor,  
Telephone +49 30 30 38 -57 58, -57 86

### **Electrical installations**

Messe Berlin GmbH, Exhibitor Service, Telephone +49 30 30 38 14 00, Telefax +49 30 30 38 14 60  
For technical inquiries: HOCHTIEF, Telephone +49 30 30 38 5807

### **Employment Agency, Temporary Employment**

Hostesses, part-time help for Stand Construction and Dismantling  
(Hall 13)  
Telephone +49 30 5555 72 1204, Telefax +49 30 55 55 72 19 99  
Email: spandau.jobvermittlung@arbeitsagentur.de

### **Exhibitor Service Counter**

Telephone +49(0)30/30 38 2056  
(photo copies, telefax, telephone, e-mail, internet, PC, Printer)

### **Fire Department - Emergency Call**

Telephone 112

### **First Aid – DRK (Red Cross), Physician**

Emergency calls: Telephone +49 30 30 38 22 22  
Passageways between Halls 12/13

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### Floral Arrangements

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Blumen Rühl, Exhibition Grounds, Telephone +49 30 811 10 51, Telefax +49 30 811 51 40

### Forwarding Agents and Container Storage

Fair Offices: Service South Building, Gate 25, Jafféstraße, 14055 Berlin  
Agility – Fairs & Events, Telephone +49 30 30 69 28 0, Telefax +49 30 30 69 28 49  
Schenker Deutschland AG, schenkerfairs, Telephone +49 30 3012995 420, Telefax +49 30 3012995 429

### Furniture Hire

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Expofair GmbH, Telephone +49 30 30 38 57 80, Telefax +49 30 30 38 57 89

### Hall Supervision

Hall supervision from 18 March 2012, 7.00 am, until 22 March 2012, 7 p.m.  
When you wish a own Stand Security please find the contact under Security and Supervisory Staff.

### Hostesses

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 38-1435 1439, Telefax +49 30/30 38 1440

### Hotel Reservations

**Partner hotel of Laser Optics Berlin** is the “Kudamm101 Hotel”,  
Telephone +49 30 520055 731, Telefax +49 30 520055 555, Email: reservierung@kudamm101.de  
Keyword: Laser Optics Berlin

### Information on Public Transportation

Rates and Schedules, Telephone +49 30 194 49, Internet: [www.bvg.de](http://www.bvg.de)

### Insurance for Exhibits

Insurance brokers, L. Funk & Söhne GmbH,  
Budapester Straße 31, 10787 Berlin; and P.O.B. 1229, 10722 Berlin  
Telephone +49 30 25 00 920, Telefax +49 30 25 00 92 755

### Laser Optics Berlin

Contact of Laser Optics Berlin and microsys berlin

#### Senior Project Manager:

Kerstin Kube-Erkens: +49 30 3038 2056  
Email: [kubeerkens@messe-berlin.de](mailto:kubeerkens@messe-berlin.de)

#### Project Assistant:

Franziska Klette: +49 30 3038 2397  
Email: [klette@messe-berlin.de](mailto:klette@messe-berlin.de)

Melina Hanisch: +49 30 3038 6746  
Email: [hanisch@messe-berlin.de](mailto:hanisch@messe-berlin.de)

Benita Bürger: +49 30 3038 2137  
Email: [b.buerger@messe-berlin.de](mailto:b.buerger@messe-berlin.de)

Franziska Wießner: +49 30 3038 2136  
Email: [wießner@messe-berlin.de](mailto:wießner@messe-berlin.de)

The Laser Optics Berlin Management is located in hall 14.1

### Letter box

On the trade fair grounds, Messedamm 22, in front of the administrative building of Messe Berlin GmbH,  
near to gate 7 and gate 9

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### **Logistics (Operational and Traffic Services)**

Sites for containers, vehicles, admission pass, etc. Service Centre Hall 7, 4th floor,  
Telephone +49 30 30 38 28 35, Telefax +49 30 30 38 28 60

### **Lost and Found**

Security Office, passageway between Halls 16 & 17, Telephone +49 30 30 38 17 85

### **Office Equipment / Photocopier Rentals**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30/30 67 2015, Telefax +49 30/30 67 2018

### **Opening hours for exhibitors**

19 - 21 March 2012, daily from 9 a.m. to 6 p.m.

### **Opening hours for trade visitors**

19 - 20 March 2012, daily from 10 a.m. to 5 p.m.  
21 March 2012, 10 a.m. – 4 p.m.

### **Parking**

Please use for parking P2 and P3 at Masurenallee

### **Parking Permits**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30/30 69 69 20, Telefax +49 30/30 69 69 30

### **Pharmacy**

Witzleben Apotheke, Kaiserdamm 24/corner of Messedamm, 14055 Berlin  
Telephone 0800 3011970, +49 30 301 1970, Telefax +49 30 301 19725  
Delivery Service: Monday through Friday (8:00 a.m.-6:00 p.m.), last orders until 2:00 p.m. for delivery on same day

### **Photo Service**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Photographic Studio Nieswand & Pletschke, Telephone +49 30 882 64 88  
Mobile phone 0171/ 5183045

### **Police**

Emergency call to police: Telephone 110  
District Office 22, Charlottenburger Chaussee 75, 13597 Berlin, Telephone +49 30 4664 22 27 01

### **Post Office**

Branch Office 19, Soorstraße 61-62, 14050 Berlin, Telephone: +49 30 30 39 61 51

### **Press Centre**

located in hall 14.1

Contact: Wolfgang Wagner      Phone +49(0)30/ 3038 2277, Email: wagner@messe-berlin.de  
Maritta Voigt                      Phone +49(0)30/ 3038 2436, Email: m.voigt@messe-berlin.de

### **Projectors, Audio and Video Components**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 67 20 15, Telefax +49 30 3067 20 18

### **Public Transportation**

BVG, Berliner Verkehrsbetriebe, Internet: [www.bvg.de](http://www.bvg.de) (english service)  
General Information, Telephone +49 30 194 49

### **Refrigerators**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 67 2015, Telefax +49 30 30 67 2018

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### **Restaurants (Capital Catering GmbH)**

Trade Fair Grounds, Telephone +49 30 30 38 - 29 01, - 39 29, Telefax +49 30 30 38 19 98  
Restaurant „Casino“, Hall 7.3, Telephone +49 30 30 38 19 27

### **Rubbish Bins, Waste Disposal, Industrial Waste Removal**

Messe Berlin GmbH, Exhibitor Service, Telephone +49 30 30 38 14 00  
Telefax +49 30 30 38 14 60  
For technical inquiries: Alba, office in container behind Hall 23b,  
Telephone +49 30 30 38 13 33, Telefax +49 30 30 38 57 61

### **Security and Supervisory Staff (Stand Security)**

Messe Berlin GmbH, Exhibitor Service, Telephone +49 30 30 38 14 00 Telefax +49 30 30 38 14 60  
For technical inquiries: Gegenbauer Security Service, Telephone +49 30/ 30 38 58 66

### **Stand Cleaning**

Messe Berlin GmbH, Exhibitor Service, Telephone +49 30 30 38 14 00 Telefax +49 30 30 38 14 60  
For technical inquiries: Gegenbauer, Telephone +49 30 30 38 57 09, Telefax +49 30 30 00 73 50

### **Stand Construction and Equipment**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 67 20 15, Telefax +49 30/ 30 67 20 18

### **Stand Construction Approval**

Messe Berlin GmbH, Technical Service and Support for Fairs  
Service Center, Hall 7, 4th floor, Telephone +49 30 30 38 2847

### **Standard Partitions, Painting, Facia, Cabins**

Messe Berlin GmbH, Exhibitor Service, Telephone +49 30 30 38 14 00, Telefax +49 30 30 38 14 60  
For technical inquiries: Capital Facility GmbH, Telephone +49 30 30 3 13 20,  
Telefax +49 30 30 38 1399

### **Suspension Points, Rigging**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin, Telephone +49 30 30 67 20 15  
Langhammer & Vogt, between Halls 16/17, 1<sup>st</sup> Floor, Telephone +49 30 38 5786,  
Telefax +49 30 67 20 18

### **Taxi ranks**

Halls 14/15, Messedamm (Entrance East)

### **Taxi Reservations**

Funk Taxi Berlin, Telephone +49 30 26 10 26, or 0800-0 26 10 26 (free of charge)  
Taxi-Ruf "City Funk", Telephone +49 30 21 02 02  
Würfelfunk, Telephone +49 30 21 01 01, or 0800-CABCALL (free of charge)

### **Telecommunication**

telephone, fax, mobile phone, PC and notebook hire  
(Use of wireless local area network is free of charge on whole Exhibition Grounds)  
Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 38-1400, -14 62, Telefax +49 30 30 38 14 60

### **Telephones (international)**

ICC (North entrance)

### **Telephone Inquiry**

National, Telephone: 118 33  
International, Telephone: 118 34

### **Ticket Sales / Ticket Office**

MB Capital Services GmbH, Thüringer Allee 12, 14052 Berlin  
Telephone +49 30 30 69 69 69, Telefax +49 30 30 69 69 30

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### **Trains: DB / Deutsche Bahn AG**

**Information & Reservations, Telephone +49 180 5 99 66 33 (0,14 € per min.), Automated +49 800 150 7090**

**DB-Special:** By using the train for your journey to Laser Optics Berlin 2012 you contribute to saving the environment - up Euro 99 for a return trip to Berlin, Reservations +49 (0)1805 31 11 53

[www.laser-optics-berlin.com/Travel-Service](http://www.laser-optics-berlin.com/Travel-Service)

Keyword: Laser Optics Berlin

### **Tourist Information**

Berlin Tourismus Marketing GmbH

Am Karlsbad 11, 10785 Berlin, Telephone +49 30 26 47 480, Telefax +49 30 25 00 2424

Service-Hotline +49 30 25 00 25

### **Video systems**

see Audio systems

### **Visitors' Meeting Point**

Entrance East: lobby, Hall 14.1

**We wish you a successful lead time!**

*Sincerely yours*

*Laser Optics Berlin Team*