

Steps for Participation at Anuga 2023 (October 7 - 11)



Application

- Receive booth confirmation and invoice by email
- Final booth payment due **May 10, 2023**
- Booth number assigned
- Booth confirmation and construction plan sent to each exhibitor



Raw Space Exhibitors

- Submit technical drawings and rendering for approval.
Due: July 14, 2023



Catalog Listing /Advertising

- You will receive a login/password to the Media Shop to complete information.
Due: June 30, 2023
- Includes company and product listings and other FREE marketing services. Order upgrades/advertising for the Anuga mobile APP.
- Receive listing proof and approve or make revisions.



Shipping

- Find our freight forwarding partners in the Service Manual and decide on a company
- Refer to the freight forwarder for all shipping questions
- Use the Direct Shipping form if you are shipping direct to showsite.



Service Manual Forms

- Receive ONLINE Exhibitor Service Manual login by email in May

Return required forms by deadline:

- Booth signage- **August 12**
- Name Badges – **August 26**
- Onsite Contact Info– **August 26**

Note: Exhibitor Passes are now electronic; codes will be emailed to each staff person and must be redeemed in the online Ticket Shop.



Booth Graphics

- Review graphic information in the Service Manual
- Return graphic orders.
Due: August 12, 2023
- Use measurements included in the Service Manual and submission requirements
- Send graphic files by **Aug. 26**
- Provide booth layout with placement of graphics



Additional Orders

- Place any additional orders.
Due: August 12, 2023
- Booth Furniture/equipment
- Audio Visual
- Internet / WiFi
- Parking Passes



Additional Preparation

- Review #BE-SAFE4business safety procedures and current COVID test requirements**
- Check country entry requirements, passport and visa requirements
- Make your flight and hotel reservations
- Notify your bank of your travel abroad

Questions? Email: services@koelnmesse.us or call: 773/867-6256