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## DEADLINE CHECKLIST

You must complete **MANDATORY** forms and return ALL forms by the deadline date to ensure orders are filled and late fees are avoided.

FORM / ACTION	FORM	DEADLINE	STATUS
<b>Final Booth Payment</b>		<b>10-May</b>	
<b>MANDATORY FORMS - MUST BE COMPLETED</b>			
<b>FOR ALL Exhibitors - Pavilion Booth, Walk-Ups, Space Only (Raw Space)</b>			
Online Media Shop - Catalog, Lead Retrieval	<b>1</b>	<b>30-Jun</b>	
USA Directory - company listing form	sent via email	<b>31-Jul</b>	
Standard Booth Signage	<b>2</b>	<b>12-Aug</b>	
Exhibitor Name Badges/Entrance Passes	<b>3</b>	<b>26-Aug</b>	
Main Contact & Freight Service Form	<b>4</b>	<b>26-Aug</b>	
<b>ONLY FOR Exhibitors with Space Only (Raw Space)</b>			
Raw Space Agreement & Approval Form	<b>5</b>	<b>14-Jul</b>	
Technical Drawings & Design Submission	<b>5</b>	<b>14-Jul</b>	
<b>OPTIONAL FORMS OR AS APPLICABLE</b>			
<b>Special Passes</b>			
Parking Permits	<b>6</b>	<b>12-Aug</b>	
Visitor Entrance Passes	<b>7</b>	<b>26-Aug</b>	
<b>Booth Services</b>			
Additional Booth Furnishings/Equipment	<b>8</b>	<b>12-Aug</b>	
Graphics Orders	<b>9</b>	<b>12-Aug</b>	
Graphic Files Due	<b>9</b>	<b>26-Aug</b>	
Audio/Video/Computers	<b>10</b>	<b>12-Aug</b>	
Internet/WiFi Rental	<b>11</b>	<b>12-Aug</b>	
Booth Services Placement Grid (submit w/each form)	<b>12</b>	<b>12-Aug</b>	

Kitchen/Refrigeration Equipment	13	12-Aug	
<b>Freight &amp; Shipping</b>			
Plan Shipment with Official USA Forwarder WINN EXPO	14	<i>per forwarder</i>	
Direct Shipping Form	15	26-Aug	
<b>Advertising &amp; Publicity</b>			
Free Promotional Materials	16	26-Aug	
<b>Travel &amp; Accommodations</b>			
Book Hotel & Travel with TTI Travel	general	<i>asap</i>	