

Steps for participating at IDS 2023 (March 14-18)



Application

- Receive booth confirmation and invoice by email
- Final booth payment due **Nov 1, 2022**
- Booth number assigned
- Booth confirmation and construction plan sent to each exhibitor



Raw Space Exhibitors

- Submit Raw Space Agreement/Booth Builder form – **Dec 16, 2022**
- Submit technical drawings and rendering for approval - **Jan 13, 2023**

NOT APPLICABLE FOR EXHIBITORS WITH PAVILION PACKAGES



Catalog Listing /Advertising

- You will receive a login/ password for Media Shop to complete information. **Due: Nov 30, 2022**
- Includes company and product listings and other FREE marketing services. Order branding for IDSconnect digital platform.
- Receive listing proof and approve or make revisions.



Shipping

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

*NOTE: If you are using a different freight forwarder, ask them to coordinate with the onsite receiving company DB Schenker.



Service Manual Forms

- Receive ONLINE Exhibitor Service Manual login by email in November

Return required forms by deadline:

- Standard signage- **Jan 17**
- Name Badges – **Feb 14**
- Onsite Contact Info– **Feb 14**

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 by **Jan 17, 2023**
- Use measurements included in the Service Manual and submission requirements
- Send graphic files by **Jan 31**
- Provide booth layout with placement of graphics



Additional Orders

- Place any additional orders by the deadline date – **Jan 17, 2023**
- Booth Furniture/equipment
 - Audio Visual
 - Internet / WiFi
 - Parking Passes



Additional Preparation

- Review COVID requirements for entry to Germany and fairgrounds**
- Check passport and visa requirements
- Make your flight and hotel reservations
- Notify your bank/credit card company of your travel abroad

Questions? Email services@koelnmesse.us or call 773/326-9920