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DEADLINE CHECKLIST

Please use this checklist as a reminder to submit forms and place orders.

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

FORM / ACTION	FORM	DEADLINE	<input checked="" type="checkbox"/>
Final Booth Payment due		11/1/2022	

Required Forms*

<i>PRINT</i> Catalog Listing/Marketing Package Entries*	1	30-Nov	
<i>DIGITAL</i> Marketing Package Entries*	1	28-Feb	
Standard Booth Signage*	2	17-Jan	
Exhibitor Registration/Badge Names*	3	14-Feb	
Onsite Contact & Freight Service Information*	4	14-Feb	
IDSconnect Setup*	Coming	28-Feb	

Required for RAW SPACE Exhibitors Only*

Contract/Booth Builder Information Form*	5	16-Dec	
Submit Design Rendering for Approval*		13-Jan	

Special Passes

Parking Permits	6	17-Jan	
Visitor Entrance Passes	7	14-Feb	

Booth Services

Additional Booth Furnishings/Equipment	8	17-Jan	
Special Components for Social Distancing	9	17-Jan	
Graphics Orders and Measurements	10	17-Jan	
Graphic Files Due	10	31-Jan	
Audio/Video/Computers	11	17-Jan	
Internet/WiFi Rental	12	17-Jan	
Booth Services Placement Grid	13	17-Jan	

Freight & Shipping

Freight Forwarder Information	14	<i>work with your forwarder</i>	
Direct Shipping Form	15	28-Feb	

Advertising & Publicity

Marketing Package/Media Shop (<i>see required forms</i>)	1	30-Nov	
Free Advertising Materials	16	28-Feb	

Travel & Accommodations

Air and Hotel Information	General	<i>at earliest convenience</i>	
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