

## 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	
Final Booth Payment		10/5/2023	

### Required Forms\*

Marketing Package Forms* (online Media Shop) <i>(Catalog/Digital Listings, marketing and @ home upgrades)</i>	1	20-Dec	
Standard Booth Signage*	2	12-Jan	
Wall & Carpet Colors - <i>Turnkey ONLY</i>	3	12-Jan	
Exhibitor Staff Registration/Name Badges*	4	26-Jan	
Onsite Contact & Freight Service Information*	5	5-Feb	

### Special Passes

Parking Permits	6	12-Jan	
Visitor Entrance Passes - <i>FREE</i>	7	5-Feb	

### Booth Services

Additional Booth Furnishings/Equipment	8	12-Jan	
Graphics Order and Booth Specs	9	12-Jan	
Graphic Files Due	9	26-Jan	
Audio/Video/Computers	10	12-Jan	
Internet/WiFi	11	12-Jan	
Booth Services Placement Grid	12	12-Jan	

### Freight & Shipping

Freight Forwarder Information	14	<i>work with your forwarder</i>	
Direct Shipping Form	15	16-Feb	

### Advertising & Publicity

Free Promotional Materials	16	5-Feb	
Cologne Fairgrounds Advertising	17	20-Dec	
Press Release Service (complete in Media Shop)	19	16-Feb	

### Travel & Accommodations

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