









Steps for participation at Interzum 2023 (May 9 – 12, 2023)



 <h2>Application</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Receive booth confirmation and invoice by email <input type="checkbox"/> Final booth payment due Dec 9, 2023 <input type="checkbox"/> Booth number assigned <input type="checkbox"/> Booth confirmation and construction plan sent to each exhibitor 	 <h2>Raw Space Exhibitors</h2> <p><u>NOT APPLICABLE FOR INTERZUM</u></p>	 <h2>Catalog Listing /Advertising</h2> <ul style="list-style-type: none"> <input type="checkbox"/> You will receive a login/password for Media Shop to complete information Due: Mar 16, 2023 <input type="checkbox"/> Includes company and product listings and other FREE marketing services <input type="checkbox"/> Receive listing proof and approve or make revisions 	 <h2>Shipping</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Find our freight forwarding partners in Service Manual and decide on a company <input type="checkbox"/> Refer to freight forwarder for all shipping questions <input type="checkbox"/> Use the Direct Shipping form if you are shipping direct to showsite. <p>*NOTE: If using a different freight forwarder ask them to coordinate with the onsite receiving company DB Schenker.</p>
 <h2>Service Manual Forms</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Receive ONLINE Exhibitor Service Manual login by email in February <p>Return required forms by deadline:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard signage -Mar 14 <input type="checkbox"/> Name Badges – Mar 28 <input type="checkbox"/> Onsite Contact Info–Mar 28 <p><i>Note: Exhibitor Passes are now electronic; codes will be emailed to each staff person and must be redeemed in the online Ticket Shop</i></p>	 <h2>Booth Graphics</h2> <ul style="list-style-type: none"> <input type="checkbox"/> You will receive a Graphic Toolkit with your booth plan, graphic information and order form. <input type="checkbox"/> Return graphic orders by Mar 14, 2023 <input type="checkbox"/> Send graphic files by Mar 24 <input type="checkbox"/> Provide booth layout with placement of graphics 	 <h2>Additional Orders</h2> <p>Place any additional orders by the deadline date - Mar 14, 2023</p> <ul style="list-style-type: none"> <input type="checkbox"/> Booth Furniture/equipment <input type="checkbox"/> Audio Visual <input type="checkbox"/> Internet / WiFi <input type="checkbox"/> Parking Passes 	 <h2>Additional Preparation</h2> <ul style="list-style-type: none"> <input type="checkbox"/> Review #BE-SAFE4business COVID safety updates <input type="checkbox"/> Check passport and visa requirements <input type="checkbox"/> Make your flight and hotel reservations <input type="checkbox"/> Notify your bank of your travel abroad

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