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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		9-Dec	

Required Forms*

Marketing Package Forms* <i>(Company and Product Listing, Advertising, Lead Retrieval)</i>	1	16-Mar	
Standard Booth Signage*	2	14-Mar	
Exhibitor Registration/Badge Names*	3	24-Mar	
Onsite Contact & Freight Service Information*	4	24-Mar	

Special Passes

Parking Permits	6	14-Mar	
Visitor Entrance Passes	7	18-Apr	

Booth Services

Additional Booth Furnishings/Equipment	8	14-Mar	
Graphics Orders and Measurements	10	14-Mar	
Graphic Files Due	10	24-Mar	
Audio/Video/Computers	11	14-Mar	
Internet/WiFi Rental	12	14-Mar	
Booth Services Placement Grid	13	14-Mar	

Freight & Shipping

Freight Forwarder Information	14	<i>work with your forwarder</i>	
Direct Shipping Form	15	21-Apr	

Advertising & Publicity

Free Promotional Materials	16	21-Apr	
Cologne Fairgrounds Advertising	17	7-Apr	
Press Compartment Services		21-Apr	

Travel & Accommodations

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