

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		12/21/2024	

Required Forms*

Marketing Package Forms*	1	3/14/25	
<i>(Company and Product Listing, Advertising, Press Release)</i>			
Standard Booth Signage*	2	3/24/25	
Exhibitor Registration/Badge Names*	3	4/18/25	
Onsite Contact & Freight Service Information*	4	4/18/25	

Special Passes

Parking Permits	6	3/24/25	
Visitor Entrance Passes	7	4/25/25	

Booth Services

Additional Booth Furnishings/Equipment	8	3/24/25	
Graphics Orders and Measurements	9	3/24/25	
Graphic Files Due	9	4/6/25	
Audio/Video/Computers	10	3/24/25	
Internet/WiFi Rental	11	3/24/25	
Booth Services Placement Grid	12	3/24/25	

Freight & Shipping

Freight Forwarder Information	13	work with your forwarder	
Direct Shipping Form	14	5/2/25	

Advertising & Publicity

Free Promotional Materials	15	NA	
Cologne Fairgrounds Advertising	16	3/24/25	
Online Press Compartment <i>(in the Media Shop)</i>	NA	5/6/25	

Travel & Accommodations

Air and Hotel Information	general	at earliest convenience	
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