

# Steps for Participation at Kind+Jugend 2024

(September 3 - 5)



## Application

- Receive booth confirmation and invoice by email
- Final booth payment due **April 6, 2024**
- Booth number assigned
- Booth confirmation and construction plan sent to each exhibitor



## Raw Space Exhibitors

- Submit Raw Space Agreement/Booth Builder form – **June 1, 2024**
- Submit technical drawings and rendering for approval – **June 21, 2024**

NOT APPLICABLE FOR EXHIBITORS WITH PAVILION PACKAGES



## Media Package

- You will receive a login/password to Media Shop to complete information. **Due: July 3, 2024**
- Includes company and booth product listings and other FREE marketing services. Order upgrades/advertising for the K+J mobile APP.
- Receive listing proof and approve or make revisions.



## Shipping

- Find our freight forwarding partners in Service Manual and decide on a company
- Refer to freight forwarder for all shipping questions
- Use the Direct Shipping form if you are shipping direct to showsite.



## Service Manual Forms

- Receive ONLINE Exhibitor Service Manual login by email in May

### Return required forms by deadline:

- Booth signage- **July 9**
- Name Badges – **Aug 6**
- Onsite Contact Info– **Aug 6**

*Note: Exhibitor Passes are now electronic; codes will be emailed to each staff person and must be redeemed in the online Ticket Shop.*



## Booth Graphics

- Review graphic information in the Service Manual
- Return graphic orders.
- Due: July 9, 2024**
- Use measurements included in the Service Manual and submission requirements
- Send graphic files by **July 19**
- Provide booth layout with placement of graphics



## Additional Orders

- Place any additional orders. **Due: July 9, 2023**
- Booth Furniture/equipment
- Audio Visual
- Internet / WiFi
- Parking Passes



## Additional Preparation

- Check country entry requirements, passport and visa requirements
- Make your flight and hotel reservations
- Notify your bank of your travel abroad

Questions? Email: [services@koelnmesse.us](mailto:services@koelnmesse.us) or call: 773/326-9920