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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		4/6/2024	

Required Forms*

Marketing Package Forms* (online Media Shop) <i>(Visitor Guide / Digital Listings, marketing and advertising upgrades)</i>	1	3-Jul	
Standard Booth Signage*	2	9-Jul	
Exhibitor Staff Registration/Name Badges*	3	6-Aug	
Onsite Contact & Freight Service Information*	4	6-Aug	

Special Passes

Parking Permits	5	9-Jul	
Visitor Entrance Passes - <i>FREE</i>	6	31-Aug	

Booth Services

Additional Booth Furnishings/Equipment	7	9-Jul	
Graphics and Booth Specs	8	9-Jul	
Graphic Artwork Files Due	8	19-Jul	
Audio/Video/Computers	9	9-Jul	
Internet/WiFi	10	9-Jul	
Booth Services Placement Grid	11	9-Jul	

Freight & Shipping

Freight Forwarder Information	12	<i>work with your forwarder</i>	
Direct Shipping Form	13	13-Aug	

Advertising & Publicity

Free Promotional Materials	14	13-Aug	
Cologne Fairgrounds Advertising	15	19-Jul	

Travel & Accommodations

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