

CHECKLIST FOR EXHIBITORS

ALL DONE? MAKE A CHECK!

Deadline	To Do	Order	Done
April 26, 2024	Company profile exhibitor catalogue & event-App	Form via mail to: ulbrich@vdi.de	
May 15, 2024	Order stand construction	Form via mail to: vdi@blickfang.de	
May 15, 2024	Order additional equipment	Form via mail to: vdi@blickfang.de	
May 13, 2024	Order stand security	Form via mail to: ulbrich@vdi.de	
May 13, 2024	Electrical connections & internet	Form via mail to: ulbrich@vdi.de	
May 13, 2024	Order stand cleaning	Form via mail to: ulbrich@vdi.de	
May 13, 2024	Booking of meeting rooms	Form via mail to: ulbrich@vdi.de	
May 15, 2024	Order storage/transport at Schmalz+Schön	Form via mail to: fairs@sus-fairs.com	
June 4, 2024	Order further tickets	Group order via mail to: ulbrich@vdi.de	
June 4, 2024	Personalization included congress ticket	Excel list via mail to: ulbrich@vdi.de	
June 4, 2024	Order further exhibitor passes	Excel list via mail to: ulbrich@vdi.de	

Important information!

Datum

June 10, 2024 **Set-up** 8:00 a.m. – 6:00 p.m.

June 11, 2024 **Set-up** 8:00 a.m. – 7:00 p.m.

June 12, 2024 1st day 8:30 a.m. – 6:30 p.m.

June 13, 2024 2nd day 8:30 a.m. – 4:30 p.m.

June 13, 2024 **Dismantling** 5:00 p.m. – 10:00 p.m.