



## CHECKLIST FOR EXHIBITORS

All done? Tick off the tasks!

DEADLINE	TOPIC	CONTACT	ORDER	DONE
2 September 2024	Registration car presentation	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
5 September 2024	Advertising fair catalogue	Mr. Nolden	form via mail to: <a href="mailto:vdi-katalog@t-online.de">vdi-katalog@t-online.de</a>	
5 September 2024	Company profile exhibitor catalogue & event app	Mr. Nolden	form via mail to: <a href="mailto:vdi-katalog@t-online.de">vdi-katalog@t-online.de</a>	
10 September 2024	Order heavy current	Ms. Habel	mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
18 September 2024	Meeting rooms	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
18 September 2024	Order additional equipment / furniture	Mr. Wetzlar	form via mail to: <a href="mailto:vdi@blickfang.de">vdi@blickfang.de</a>	
18 September 2024	Forwarding services	Mr. Schmelzenbach	form via mail to: <a href="mailto:marcel.schmelzenbach@dbschenker.com">marcel.schmelzenbach@dbschenker.com</a>	
18 September 2024	Order Telecommunication & Internet	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
18 September 2024	Order stand cleaning	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
18 September 2024	Order stand security	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	



18 September 2024	Order stand catering	Ms. Habel	via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
30 September 2024	Order additional congress tickets	Ms. Habel	group order via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
30 September 2024	Personalisation congress tickets	Ms. Habel	via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	
30 September 2024	Order and personalisation exhibitor passes	Ms. Habel	form via mail to: <a href="mailto:jasmin.habel@vdi.de">jasmin.habel@vdi.de</a>	

## IMPORTANT DEADLINES

DATE	TOPIC
14 October 2024	<b>set up</b> 8 a.m. - 6 p.m.
15 October 2024	<b>set up</b> 8 a.m. - 7 p.m.
16 October 2024	1st day 7:30 a.m. – 6:40 p.m.
17 October 2024	2nd day 7:30 a.m. – 4:15 p.m.
17 October 2024	<b>dismantling</b> from approx. 4.15 p.m.
17 October 2024	<b>end of dismantling</b> 10 p.m.