

Checkliste 2019

Have you thought of everything? Do a check!

This check list shall give a short overview, up to which state orderings have to be done by using the Koelnmesse-Service-Portal and when DMEXCO Team needs further information from your side. Please note that this check list makes no claim to be complete.

Koelnmesse-Service-Portal

Deadline for submission 12 weeks before the start of official assembling*

☐ Fire protection, Impregnation service T.23/24

Deadline for submission 8 weeks before the start of official assembling*

☐ Hanging objects T.03

☐ Compressed air installation T.02

Deadline for submission 4 weeks before the start of official assembling

☐ Electrical installations* T.01

☐ Water, exhaust vent installation* T.02

☐ Stand security T.04

☐ Stand cleaning T.05

☐ Waste disposal T.06

☐ Rental tableware T.13

☐ Audio/Video/PC T.15

☐ Internet and telecommunications*
Please note the "Guidelines for the use of WiFi at DMEXCO 2019" T.17

☐ Forwarding services T.18

☐ Parking permits T.19

Deadline for submission 2 weeks before the start of official assembling

☐ Parking permit for trucks/containers/trailers T.20

Deadline for submission 1 week before the start of official assembling

☐ Furniture hire chairs, tables, display cases etc. T.07-T.12

☐ Lighting technology and sound systems, video and AV technology T.16

☐ Plant hire T.14

☐ Hostesses/service staff T.21

☐ Setup, dismantling and supporting staff T.21

*25% surcharge for orders received at a later date

Exhibitor Portal | Advertising Spaces | Sponsorship Packages | Miscellaneous

Starting from now

☐ Call for papers for Seminars / Demo Arena / WorkLabs
Deadline: May 31, 2019

☐ Ordering of advertising spaces and sponsoring packages stated in DMEXCO Advertiser: <https://www.dmexco.com/advertisershop>
Deadline Sponsoring Packages: June 29, 2019
Deadline Advertising Spaces: June 29, 2019

☐ Registration for Co-Exhibitors
Deadline: June 30, 2019

☐ Modular Concept Stand – Exhibitor Logo
Please send your logo as eps-file via E-Mail to the attention of Ms. Martina Köhn (m.koehn@koelnmesse.de), Mr. Oliver Karst (o.karst@koelnmesse.de) or Mr. Ingo Keller (i.keller@koelnmesse.de)
Deadline: July 13, 2019

☐ Inspection and acceptance of constructions
Approval is necessary, as soon as constructions over 3m in height are planned or special constructions shall be carried out. Approval and floor plans via E-Mail to the DMEXCO Team: exhibitor@dmexco.com
Deadline: July 17, 2019

☐ Registration for preponed assembly
via E-Mail to the DMEXCO Team: exhibitor@dmexco.com
Deadline: August 21, 2019

☐ Application for Stand Parties
via E-Mail to the DMEXCO Team: exhibitor@dmexco.com
Deadline: August 23, 2019

☐ Ordering of lead generation services
Deadline: September 01, 2019

☐ Hotel Reservation

Starting from calendar week 23

☐ Checking of Exhibitor Datas provided in Exhibitor Portal
Deadline: September 10, 2019

☐ Positioning of additional company information in Exhibitor Portal

☐ Modular Concept Stand – Branding of the Walls
Please send your graphic via E-Mail to the attention of Mrs. Martina Köhn (m.koehn@koelnmesse.de), Mr. Oliver Karst (o.karst@koelnmesse.de) or Mr. Ingo Keller (i.keller@koelnmesse.de)
Deadline: July 13, 2019

☐ Registration for WIFI
Please note the "Guidelines for the use of WiFi at DMEXCO 2019"
Deadline: August 13, 2019

Starting from calendar week 27

☐ Exhibitor Passes
Each exhibitor receives the following passes free of charge. These passes are valid for the period from the first day of stand assembly to the final day of dismantling:

- Four passes for a stand up to and including 16 sqm in size;
- Five passes for a stand up to and including 20 sqm in size;
- Three pass for each additional 10 sqm or part thereof;
- For each co-exhibitor two passes free of charge

Once the permit/stand space confirmation has been issued, the exhibitor will receive the access data for Koelnmesse-Service-Portal (KSP) via E-Mail from Koelnmesse.

Your contact for Koelnmesse-Service-Portal:

P +49 221 821 36 66

koelnmesse-service-portal@koelnmesse.de

www.koelnmesse-service-portal.de



The vouchers for the passes are sent via E-Mail and can be swapped for an Exhibitor Pass in the ticketshop. Additional vouchers for Exhibitor Passes for stand personnel can be requested from Koelnmesse with costs. Details can be found on the corresponding order form.

Please note that Koelnmesse-Service-Portal will be closed by September 8, 2019.

Afterwards orders can only be placed on-site at the Service Center (plus surcharge).

Your contact for Exhibitor Portal | Advertising Spaces |

Sponsorship Packages | Miscellaneous:

P +49 221 821 31 53 | F +49 221 821 99 13 33

exhibitor@dmexco.com | www.dmexco.com