

**CHECKLIST**

Stand: 22. September 2020

Available from	Keyword	Deadline	More details and booking	Contact	Done / documents received?
Booking Stand	<a href="#">"Call for Paper" : Registration lecture slot for SolutionCenter</a>	<b>19 march 2021</b> (and according to availability)	<a href="#">Bookingform</a>	Melina Kosar e-mail: melina.kosar@easyfairs.com phone: +49 (0)89 127 165 182	
	Company entry trade show catalogue (online) and maintenance of the exhibitor page online	<b>25 march 2021</b>	<a href="#">"My Easyfairs" Online Portal</a>	Magali Urbany e-mail: Magali.Urbany@easyfairs.com phone: +49 (0)89 127 165 144	
01 october 2020	<b>Technical manual/Online</b> - Stand construction and orders -Additional furniture -Power and compressed air supply -Water connection -Internet -parking tickets	<b>graphic: 25 march 2021</b> <b>furniture / technical connections: 31 march 2021</b>	<a href="#">"My Easyfairs" Online Portal</a>	Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
	<b>Delivery of print data, stand sketch and stand lettering</b>	<b>25 march 2021</b>	Sending by e-mail to technik@easyfairs.com	Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
	<b>Order parking cards</b> , general information about the setup	<b>31 march 2021</b>	Sending by mail 2 weeks before the show	Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
	<b>Registration heavy machines</b>	<b>21 april 2021</b>	Technical Manual, Annex 3: Registration for heavy machinery or exhibits	Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
	<b>Registration Stand Personnel</b>	<b>21 april 2021</b>	<a href="#">"My Easyfairs" Online Portal</a>	Magali Urbany e-mail: magali.urbany@easyfairs.com phone: +49 (0)89 127 165 144	
15 october 2020	<b>Booking advertising material and sponsoring opportunities</b>	<b>25 march 2021</b> (and according to availability)	"My Easyfairs" Online Portal or sponsoring folder	Magali Urbany e-mail: magali.urbany@easyfairs.com phone: +49 (0)89 127 165 144	
	<b>Marketing Manual / Documents for your visitor communication</b> (personalized vouchers, banners, links)	<b>21 april 2021</b> for the order of the printed vouchers	Sending by mail and e-mail, additional order via "My Easyfairs"	Magali Urbany e-mail: magali.urbany@easyfairs.com phone: +49 (0)89 127 165 144	
	Registration for Visitor <b>Tours Guided Tours</b>	<b>25 march 2021</b> (and according to availability)	Registration by e-mail	Melina Kosar e-mail: melina.kosar@easyfairs.com phone: +49 (0)89 127 165 182	
06 may 2021	Information about <b>Organization &amp; Smartbadge / Poken</b>		Sending by e-mail	Magali Urbany (Organization) e-mail: magali.urbany@easyfairs.com Holger Frei (Smartbadge Technologie): e-mail: holger.frei@easyfairs.com	

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17 may 2021	Delivery of heavy machines/bulky exhibits (by prior arrangement)			Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
18 may 2021	Stand construction			Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
	Issued at the exhibition management stand: Exhibitor passes Exhibitor folders			Exhibition management in hall 5	

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19 -20 may 2021	<b>Exhibition period</b>				
20 may 2021 from 4 pm	<b>Stand dismantling</b>			Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	
21 may 2021 until 12 am	Only pick up of machines			Team Technik e-mail: technik@easyfairs.com phone: +49 (0)89 127 165 129	



Contact		Email	Phone
<b>Project Management</b>	Maria Soloveva	<a href="mailto:maria.soloveva@easyfairs.com">maria.soloveva@easyfairs.com</a>	089 127 165 - 112
<b>Standbooking</b>	Benjamin Krielke	<a href="mailto:Benjamin.Krielke@easyfairs.com">Benjamin.Krielke@easyfairs.com</a>	089 127 165 - 186
	Andreas Both	<a href="mailto:Andreas.Both@easyfairs.com">Andreas.Both@easyfairs.com</a>	089 127 165 - 181
	Steve Lawrenz	<a href="mailto:Steve.Lawrenz@easyfairs.com">Steve.Lawrenz@easyfairs.com</a>	089 127 165 - 161
<b>Marketing / Customer Invitations</b>	Melina Kosar	<a href="mailto:Melina.Kosar@easyfairs.com">Melina.Kosar@easyfairs.com</a>	089 127 165 - 182
	Magali Urbany	<a href="mailto:magali.urbany@easyfairs.com">magali.urbany@easyfairs.com</a>	089 127 165 - 144
<b>Exhibition magazine: Ads / Texts / Logos</b>	Daniel Völker	<a href="mailto:daniel.voelker@easyfairs.com">daniel.voelker@easyfairs.com</a>	089 127 165 - 114
<b>Stand construction / Technical orders / Additional orders</b>	Team Technik	<a href="mailto:technik@easyfairs.com">technik@easyfairs.com</a>	089 127 165 -129
<b>Questions about Poken / Visit Connect</b>	Holger Frei	<a href="mailto:holger.frei@easyfairs.com">holger.frei@easyfairs.com</a>	089 127 165 -164
<b>Questions about My Easyfairs</b>	Holger Frei	<a href="mailto:holger.frei@easyfairs.com">holger.frei@easyfairs.com</a>	089 127 165 - 164