

CHECKLIST FOR EXHIBITORS



Intelligent Urban Transport Systems

14 – 16 May 2024

Karlsruhe Trade Fair Centre
Germany

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| After registration | | Receipt of ADMISSION, STAND CONFIRMATION and preliminary floor plan |
| as of 01.04.2023 | | Receipt of the SPONSORSHIP BROCHURE |
| as of 01.04.2023 | | Booking of SPONSORSHIP and ADVERTISING OPPORTUNITIES |
| as of 01.05.2023 | | Receipt of ACCESS DATA TO THE EXHIBITOR LIST via the talque app |
| as of 01.05.2023 | | EDITING THE INFORMATION in the online exhibitor list |
| as of 08.11.2023
(afterwards together with stand confirmation) | | Receipt of the STAND INVOICE (Please respect payment terms!) |
| as of 22.11.2023 | | Receipt of the ACCESS DATA for the Online Service Center (OSC) |
| as of 22.11.2023 | | ORDERING SERVICES via the OSC |
| as of 22.11.2023 | | BOOKING OF ONLINE ADVERTISING OPPORTUNITIES via the OSC |
| as of 04.12.2023 | | Go-Live ONLINE-TICKETSHOP |
| as of 01.01.2024 | | Receipt of INVITATIONS FOR FREE EXHIBITION VISIT |
| as of 01.02.2024 | | Receipt of ONLINE ADVERTISING BANNERS |
| 04.03.2024 | | Final call for PRESS-RELATED INFORMATION |
| till 18.03.2024 | | Order SUSPENSION & PERSONNEL SERVICES |



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Important document



Info



To do



Mandatory to do

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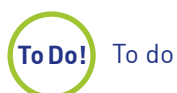




Intelligent Urban Transport Systems

till 01.04.2024	To Do!	Order STAND CONSTRUCTION PACKAGE Matrix incl. upload of print data
till 01.04.2024	To Do!	SUBMITTING THE APPLICATION for a stand construction permit & other approvals
till 15.04.2024	To Do!	Order STAND CONSTRUCTION, GRAPHIC SERVICES, MEDIA, STATIC ADVERTISING SPACE
till 15.04.2024	To Do!	SUBMISSION OF STAND SKETCH incl. position of ordered technical installations (electricity, water, internet connection)
till 15.04.2024	To Do!	UPLOAD OF PRINT DATA / LOGO in the OSC
till 23.04.2024	To Do!	ORDER OF PARKING TICKETS (limited availability)
As of 29.04.2024 (and on all orders on site)	i	EXPRESS SERVICE SURCHARGE (25% on all services)
11. – 13.05.2024	i	CONSTRUCTION 11.05.2024 (8 a.m. – 6 p.m.) 12. and 13.05.2024 (8 a.m. – 8 p.m.)
till 13.05.2024	To Do!	REGISTRATION FOR THE IT FAMILY DINNER
till 14.05.2024	To Do!	REGISTRATION FOR THE KARLSRUHE NETWORKING NIGHT
until access to the exhibition	To Do!	REGISTRATION OF EXHIBITOR PASSES via ESC
14. – 16.05.2024	i	EXHIBITION OPENING HOURS (opening hours for visitors) 14.05. and 15.05.2024 (9 a.m. – 6 p.m.) 16.05.2024 (9 a.m. – 3 p.m.) The opening hours for exhibitors are one hour before and one hour after the official opening hours of the exhibition.
14.05.2024	i	NETWORKING EVENT: IT-FAMILY DINNER
15.05.2024	i	NETWORKING EVENT: KARLSRUHE NETWORKING NIGHT
16. – 17.05.2024	i	DISMANTLING 16.05.2024 (4 p.m. – 12 a.m.) 17.05.2024 (8 a.m. – 8 p.m.)
As of 01.06.2024	To Do!	INVOICING OF THE SERVICES

Status: November 2023 | Subject to alterations



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