

CHECKLIST FOR EXHIBITORS



Intelligent Urban Transport Systems
14 – 16 May 2024
 Karlsruhe Trade Fair Centre
 Germany

- 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 Sept. 2023 (afterwards together with stand confirmation)  Receipt of the **STAND INVOICE** (Please respect payment terms!)
- as of 30.10.2023  Receipt of the **ACCESS DATA** for the Online Service Center (OSC)
- as of 01.11.2023  **ORDERING SERVICES** via the OSC
- as of 01.11.2023  **BOOKING OF ONLINE ADVERTISING OPPORTUNITIES** via the OSC
- as of 01.01.2024  Receipt of **INVITATIONS FOR FREE EXHIBITION VISIT**
- as of 01.02.2024  Receipt of **ONLINE ADVERTISING BANNERS**
- as of 01.02.2024  Go-Live **ONLINE-TICKETSHOP**
- 04.03.2024  Final call for **PRESS-RELATED INFORMATION**

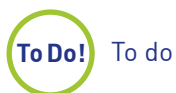
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Important document



Info



To do



Mandatory to do

Organisers



till 01.04.2024	To Do!	SUBMITTING THE APPLICATION for a stand construction permit
till 01.04.2024	To Do!	SUBMISSION OF STAND SKETCH incl. position of ordered technical installations (electricity, water, internet connection)
till 01.04.2024	To Do!	UPLOAD OF PRINT DATA / LOGO in the OSC
till 15.04.2024	To Do!	SUSPENSION ordering
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