

Checklist and Deadlines for Stand Constructors

	Task	Deadline
* <input type="checkbox"/>	<p>Submit stand design to IMEX Operations team for approval *</p> <p>Submit via design submission page Required for approval: Online design submission form including attachments:</p> <ul style="list-style-type: none"> - Stand drawings, renderings, technical plans (please compile in 1 PDF file) - Stand constructor's insurance confirmation (including sub-contractors) 	<p>Single-storey: 6 Apr Double-storey: 30 Mar</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Rigging / suspensions <input type="checkbox"/> Application for short term frequency assignment <input type="checkbox"/> Main electrical connection <input type="checkbox"/> AV, computer and display equipment <input type="checkbox"/> Stand assistants (hosts / hostesses) <input type="checkbox"/> Additional furniture and equipment <input type="checkbox"/> Audio visual royalties (GEMA) <input type="checkbox"/> Water connection <input type="checkbox"/> Wi-Fi (<i>order deadline for private wireless networks: 12 Apr</i>) <input type="checkbox"/> Wired internet connections <input type="checkbox"/> Stand cleaning (only special cleaning and 2nd storey, basic is included) <input type="checkbox"/> Electrical equipment (sockets, earthing etc.) <input type="checkbox"/> Floral decorations (<i>25% surcharge after 12 May</i>) <input type="checkbox"/> Catering <input type="checkbox"/> Stand guards <input type="checkbox"/> Shipping and storage 	<p>11 Apr 28 Apr ! 22 May 22 May 16 May 20 May prior to start of IMEX ! 22 May 12 May 23 May 22 May 22 May 12 May ! 25 May ! 12 May + 25 May</p>
* <input type="checkbox"/>	Order build up and breakdown passes for your team *	15 May
* <input type="checkbox"/>	Order vehicle access passes for access during build up and breakdown *	^ 22 May
* <input type="checkbox"/>	End of build up, all stand construction must be finished *	22 May, 19:00

* **Mandatory**

! **25% Express surcharge for orders received from 2nd May**

+ **Additional costs apply if services are ordered less than 24h in advance**

^ **Registration still open after deadline, will be processed in order of entry**