

Checklist and Deadlines for **Booth Constructors**

✓ Task	Deadline
* <input type="checkbox"/> Submit booth design to IMEX Operations team for approval* Submit via design submission page Required for approval: Online design submission form including attachments: - Booth drawings, renderings, technical plans (please compile in 1 PDF) - Booth constructor's insurance confirmation (including sub contractors)	Single-storey: 28 Mar Double-storey: 21 Mar
<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"/> Booth 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 (order deadline for private wireless networks) <input type="checkbox"/> Wired internet connections <input type="checkbox"/> Booth cleaning (only special cleaning and 2nd storey, basic is included) <input type="checkbox"/> Electrical equipment (sockets, earthing etc.) <input type="checkbox"/> Floral decorations (25% surcharge after 3 May) <input type="checkbox"/> Catering <input type="checkbox"/> Booth guards <input type="checkbox"/> Shipping and storage	2 Apr 29 Apr ! 13 May 10 May On request 11 May prior to start of IMEX ! 13 May 3 May 14 May 13 May 13 May 3 May ! 16 May ! 3 May + 16 May
* <input type="checkbox"/> Order build up and breakdown passes for your team *	6 May
* <input type="checkbox"/> Order vehicle access passes for access during build up and breakdown *	^ 13 May
* <input type="checkbox"/> End of build up, all booth construction must be finished *	13 May, 19:00

* **Mandatory**

! **25% Express surcharge for orders received from 23rd April**

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

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