

# CHECKLIST & DEADLINES

FOR YOUR PARTICIPATION

# FeuerTrutz 2020

Nuremberg, Germany 24–25.6.2020

CHECKLIST	(UNTIL) WHEN
<input type="checkbox"/> Submitting the <b>ONLINE APPLICATION FORM</b>	31 July 2019
<input type="checkbox"/> Receipt of your <b>CONFIRMATION OF APPLICATION</b> via e-mail	after dispatch of application
<input type="checkbox"/> Receipt of your <b>STAND SPACE CONFIRMATION</b> via e-mail <ul style="list-style-type: none"> <li>■ login-data for the Online ExhibitorShop</li> <li>■ floor plans</li> </ul>	3–7 February 2020
<input type="checkbox"/> Receipt of your <b>INVOICE</b> via e-mail	
<input type="checkbox"/> Free supply of <b>ADVERTISING MATERIAL</b> (online+print) on demand <b>INVITE YOUR CUSTOMERS</b> to your stand <ul style="list-style-type: none"> <li>■ online banner for your homepage/e-mails</li> <li>■ visitor mailings (Templates at <a href="http://feuertrutz-messe.de/downloads">feuertrutz-messe.de/downloads</a>)</li> <li>■ send out your e-codes and admission vouchers</li> <li>■ Voucher monitoring (Questions? Give us a call!)</li> </ul>	from 17th February 2020
<input type="checkbox"/> Check your <b>ONLINE ENTRY</b> at „Exhibitors & Products“ (Serves as a template for your entry in the Exhibition Catalogue)	March 2020
<input type="checkbox"/> Book your <b>EXCLUSIVE MARKETING</b> and <b>MARKETING PACKAGES</b> Attract the visitors' attention – before, during and after FeuerTrutz 2020!	as long as available
<input type="checkbox"/> <b>ORDER</b> additional <b>SERVICES</b> on time <ul style="list-style-type: none"> <li>■ suspensions</li> <li>■ all other technical services such as: stand construction, hostesses, stand catering, water, electricity, compressed air supply, WiFi, working platforms, forwarding agent, parking permits, guarding, cleaning, Internet etc.</li> </ul> <p>Please note that orders received after the mentioned deadlines will be subject to an express processing surcharge amounting to 25 % of the ordered value.</p>	12.3.2020 2.6.2020
<input type="checkbox"/> Fill out the <b>STAND DESIGN CHECKLIST</b> in the Online ExhibitorShop	25 May 2020
<input type="checkbox"/> <b>PASSES</b> : register them in the Online ExhibitorShop	possible until 25.6.2020
<input type="checkbox"/> Book <b>MEETING ROOMS</b>	
<input type="checkbox"/> Book your <b>TICKETS FOR THE EVENING EVENT</b> in the Online ExhibitorShop	from 7th February 2020
<input type="checkbox"/> Organise your travel arrangements: <b>HOTELS, TRAVEL AND STAYING</b> in Nuremberg	

<b>FeuerTrutz 2020</b>	<b>Assembly</b>	22 – 23 June 2020	7:00 – 19:00
	<b>Opening hours</b>	24 – 25 June 2020	9:00 – 17:00
	<b>Dismantling</b>	25 June 2020	17:00 – 22:00
		26 June 2020	7:00 – 19:00

DO YOU HAVE ANY QUESTIONS?  
FEEL FREE TO CONTACT US!

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NÜRNBERG MESSE

