



GaLaBau 2020

gardening, landscaping,  
greendesign.

# CHECKLIST & DEADLINES FOR YOUR PARTICIPATION

## CHECKLIST

## DEADLINES

<input type="checkbox"/>	Submitting the <b>online application form</b> <ul style="list-style-type: none"> <li>■ with early booking discount until 31 October 2019</li> <li>■ for standard price until 31 January 2020</li> <li>■ Application of co-exhibitors</li> </ul>	<b>31 January 2020</b>
<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 in the Online ExhibitorShop</li> </ul>	<b>from the end of March 2020</b>
<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> <ul style="list-style-type: none"> <li>■ online banner for your homepage/your e-mail signature</li> <li>■ visitor mailings (templates at galabau-messe.com/download)</li> <li>■ send out your e-codes and admission vouchers</li> <li>■ Voucher monitoring</li> </ul>	<b>from 20 April 2020</b>
<input type="checkbox"/>	Application for <b>press preview</b> at 13 May 2020 in Nuremberg You will receive your invitation in week 14/2020 via e-mail	<b>20 April 2020</b>
<input type="checkbox"/>	Book your <b>Exclusive Marketing</b> and <b>Marketing Packages</b> Attract the visitors' attention – before, during and after GaLaBau 2020!	<b>immediately, as long as available</b>
<input type="checkbox"/>	<b>Order</b> additional <b>services</b> in the Online ExhibitorShop <ul style="list-style-type: none"> <li>■ suspensions</li> <li>■ all other services such as: water, electricity, compressed air supply, working platforms, forwarding agent, parking permits, guarding, cleaning, Internet, hostesses, stand catering, etc.</li> <li>■ <b>stand construction</b></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>	<b>4 August 2020 25 August 2020  25 August 2020</b>
<input type="checkbox"/>	Fill out the <b>stand design checklist</b> in the Online ExhibitorShop	<b>31 July 2020</b>
<input type="checkbox"/>	Register your <b>passes</b>	<b>until 19 September 2020</b>
<input type="checkbox"/>	Book <b>meeting rooms</b>	<b>anytime</b>
<input type="checkbox"/>	Organise your travel arrangements: <b>hotels, travel and staying</b> in Nuremberg	<b>anytime</b>

<b>GaLaBau 2020</b>	<b>Assembly</b>	11 – 15 September 2020	7:00 – 19:00
	<b>Opening hours</b>	16 – 18 September 2020	9:00 – 18:00
		19 September 2020	9:00 – 16:00
	<b>Dismantling</b>	19 September 2020	16:00 – 22:00
		20 – 22 September 2020	7:00 – 19:00

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

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NÜRNBERG MESSE

