

CHECKLIST & DEADLINES

FOR YOUR PARTICIPATION

FeuerTrutz 2020

Nuremberg, Germany 30.9 – 1.10.2020

CHECKLIST

UNTIL / WHEN

<input type="checkbox"/>	Submitting the ONLINE APPLICATION FORM	until 9 September 2020
<input type="checkbox"/>	Receipt of your CONFIRMATION OF APPLICATION via e-mail	after dispatch of application
<input type="checkbox"/>	Receipt of your STAND SPACE CONFIRMATION via e-mail <input type="checkbox"/> login-data for the Online ExhibitorShop <input type="checkbox"/> floor plans	Starting at the end of May
<input type="checkbox"/>	Receipt of your INVOICE via e-mail	
<input type="checkbox"/>	Free order of ADVERTISING MATERIAL in the Online ExhibitorShop INVITE YOUR CUSTOMERS to your stand <input type="checkbox"/> online-banner for your homepage/e-mails <input type="checkbox"/> visitor mailings (templates at feuertrutz-messe.de/downloads) <input type="checkbox"/> send out your e-codes and admission vouchers <input type="checkbox"/> Voucher monitoring (Questions? Give us a call!)	From Mid June
<input type="checkbox"/>	Check your ONLINE ENTRY on our Website at „Exhibitors & Products“ (Serves as a template for your entry in the Exhibition Catalogue)	until 30 June 2020
<input type="checkbox"/>	Book your EXCLUSIVE MARKETING and MARKETING PACKAGES Attract the visitors' attention – before, during and after FeuerTrutz 2020!	as long as available
<input type="checkbox"/>	ORDER additional SERVICES on time in the Online ExhibitorShop <input type="checkbox"/> suspensions <input type="checkbox"/> 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. Please note that orders received after the mentioned deadlines will be subject to an express processing surcharge amounting to 25 % of the ordered value	until 18 August 2020 until 8 September 2020
<input type="checkbox"/>	Fill out the STAND DESIGN CHECKLIST in the Online ExhibitorShop	until 31 August 2020
<input type="checkbox"/>	PASSES: register your passes in the TicketCenter (Part of the Online ExhibitorShop)	until 1 October 2020
<input type="checkbox"/>	Book MEETING ROOMS	
<input type="checkbox"/>	Organize your travel arrangements TRAVEL, HOTELS AND STAYING in Nuremberg	

FeuerTrutz 2020	Assembly	28 – 29	September	2020	7:00 – 19:00
	Opening Hours		30 September	2020	9:00 – 17:00
			1 October	2020	9:00 – 17:00
	Dismantling		1 October	2020	17:00 – 22:00
			2 October	2020	7:00 – 19:00

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

Exhibition Team FeuerTrutz

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