

## Checklist for preparing your participation at the INTERNATIONAL HARDWARE FAIR COLOGNE 2010



INTERNATIONAL HARDWARE FAIR  
COLOGNE  
28th February – 3rd March, 2010

		Done
Register <b>co-exhibitors</b> (Form 1.20) with the List of Products (Form 1.30)	By September 30th, 2009	<input type="radio"/>
Order <b>Media Package</b> by filling out Form 2.10	Editorial deadline October 30th, 2009 (Obligatory)	<input type="radio"/>
Order <b>admission tickets</b> for your customers (Visitor Promotion Package)	(Order forms will be sent under separate cover)	<input type="radio"/>
Order <b>exhibitors' passes</b> against payment (Form Z.01 will be dispatched with stand rental invoice in December 2009)	Deadline is listed on the order form	<input type="radio"/>
Order <b>free advertising materials</b>	From October 2009 (Order forms and information to follow)	<input type="radio"/>
Sending in <b>stand construction explanation</b>	Until 6 weeks before the start of the fair	<input type="radio"/>
Order <b>other services</b> related to your trade fair preparation (e.g. display stand, power and water supply, stand cleaning, hostesses etc.)	Deadlines are listed on the order forms found at the Koelnmesse-Service-Portal <a href="http://www.koelnmesse-service-portal.com">www.koelnmesse-service-portal.com</a> You will receive your log-in data in a separate letter with your stand confirmation around September 2009	<input type="radio"/>
Reserve <b>office and/or conference rooms</b>	Before the start of the fair (Subject to availability)	<input type="radio"/>
Register <b>stand party</b>	Until 2 weeks before the start of the fair	<input type="radio"/>
Register <b>musical renditions</b> GEMA Bezirksdirektion NRW <a href="http://www.gema.de">www.gema.de</a>	Before the start of the fair	<input type="radio"/>
Reserve <b>parking space</b> for trucks/containers	Before the start of the fair (Subject to availability)	<input type="radio"/>
Register new products for <b>News and Innovation Report</b> of the fair	From December 2009 (Information to follow)	<input type="radio"/>
Use the " <b>Infoscout</b> " information service for visitors (Form Z.03 in the exhibitor registration brochure)	Until 2 weeks before the start of the fair	<input type="radio"/>
Check of the <b>traffic guide line</b>	From mid-January 2010 ( <a href="http://www.hardwarefair.com">www.hardwarefair.com</a> )	<input type="radio"/>
Order <b>tickets</b> for the <b>welcome party</b> on the first day of the fair, 28.02.2010, 6 p.m., Tanzbrunnen	Invitation and order forms to follow in January 2010	<input type="radio"/>