



# Checklist

Service	Form	Submission deadline
		(before fair opens)
<input type="checkbox"/> – Telecommunications and equipment	T.16	12 weeks
<input type="checkbox"/> – Data communication	T.17	12 weeks
<input type="checkbox"/> – Smoke alarm, fire extinguishers (rental), sprinkler systems	T.23	12 weeks
<input type="checkbox"/> – Stands	S.01–S.09	8 weeks
<input type="checkbox"/> – Partition walls, painting, carpeting	S.10	8 weeks
<input type="checkbox"/> – Stand sketches, design preferences	S.11	8 weeks
<input type="checkbox"/> – Water, exhaust vent, compressed air installations	T.02	8 weeks
<input type="checkbox"/> – Hanging objects from the hall ceiling	T.03	8 weeks
<input type="checkbox"/> – Parking permits	T.19	8 weeks
<input type="checkbox"/> – Stand construction explanation	W.01	8 weeks
<input type="checkbox"/> – Special stand construction	W.02	6 weeks
<input type="checkbox"/> – Electrical installations	T.01	4 weeks
<input type="checkbox"/> – Stand security	T.04	4 weeks
<input type="checkbox"/> – Waste disposal	T.06	4 weeks
<input type="checkbox"/> – Cutlery hire	T.13	4 weeks
<input type="checkbox"/> – Cable, TV and antenna connections (antenna systems)	T.14	4 weeks
<input type="checkbox"/> – Forwarding services	T.18	4 weeks
<input type="checkbox"/> – Advertising space	M.01	4 weeks
<input type="checkbox"/> – Parking permit for trucks/ containers/trailers	T.24	2 weeks
<input type="checkbox"/> – Stand cleaning	T.05	2 days
<input type="checkbox"/> – Furniture/equipment hire	T.07–T.12	2 days
<input type="checkbox"/> – Audio, video, data applications and PCs	T.15	2 days
<input type="checkbox"/> – Lighting and sound systems, Video and AV technology	T.20	2 days
<input type="checkbox"/> – Plant hire	T.21	2 days
<input type="checkbox"/> – Fire-retardant impregnation	T.22	2 days
<input type="checkbox"/> – Print media: Design and printing	M.02	2 days
<input type="checkbox"/> – Press compartment service	M.03	2 days
<input type="checkbox"/> – PR services	M.04	2 days
<input type="checkbox"/> – Photographer service	M.05	2 days
<input type="checkbox"/> – Visitor data scanning LeadSuccess	M.06	2 days
<input type="checkbox"/> – AcquisitionSuccess	M.07	2 days
<input type="checkbox"/> – koelnevent-Packages	M.08	2 days
<input type="checkbox"/> – Event organisation	M.09	2 days
<input type="checkbox"/> – Hostesses/service staff	M.10	2 days
<input type="checkbox"/> – Construction and dismantling staff	M.11	2 days
<input type="checkbox"/> – Hiring office premises, conference rooms and info counters	M.12	2 days
<input type="checkbox"/> – VAT refund service	M.13	2 days
<input type="checkbox"/> – Exhibition insurance	M.14	2 days
<input type="checkbox"/> – Catering delivery service	C.01	2 days
<input type="checkbox"/> – Hotel reservations	H.01	2 days
<input type="checkbox"/> – Post authorization	W.03	