

Checklist and Deadlines for **Booth Constructors**

✓	Task	Deadline
* <input type="checkbox"/>	Submit booth design to IMEX Operations team for approval* The main booth constructor will need to submit the booth design for approval in the IMEX portal. Once the exhibitor has registered their main booth constructor, the booth constructor can sign in or create an IMEX account and follow the on-screen instructions to submit the design. Required for approval: - Booth drawings, renderings, technical plans (please compile in 1 PDF) - Booth constructor's insurance confirmation (including sub-contractors)	Single-storey: 3 Apr Double-storey: 27 Mar
<input type="checkbox"/>	<input type="checkbox"/> Rigging / suspensions <input type="checkbox"/> Application for short term frequency assignment <input type="checkbox"/> Main electrical connection <input type="checkbox"/> AV, computer and display equipment <input type="checkbox"/> Booth assistants (hosts / hostesses) <input type="checkbox"/> Additional furniture and equipment <input type="checkbox"/> Audio visual royalties (GEMA) <input type="checkbox"/> Water connection <input type="checkbox"/> Wi-Fi order deadline for private wireless networks <input type="checkbox"/> Wired internet connections <input type="checkbox"/> Booth cleaning (only special cleaning and 2nd storey, basic is included) <input type="checkbox"/> Electrical equipment (sockets, earthing etc.) <input type="checkbox"/> Floral decorations <input type="checkbox"/> Catering <input type="checkbox"/> Booth guards <input type="checkbox"/> Shipping and storage	8 Apr 5 May ! 19 May 15 May On request 17 May prior to start of IMEX ! 19 May 9 May 20 May 19 May 19 May 15 May ! 22 May ! 9 May + 22 May
* <input type="checkbox"/>	Order build up and breakdown passes for your team *	21 May
* <input type="checkbox"/>	Order vehicle access passes for access during build up and breakdown *	^ 19 May
* <input type="checkbox"/>	End of build up, all booth construction must be finished *	19 May, 19:00

* **Mandatory**

! **25% Express surcharge for orders received from 29th April**

+ **Additional costs** apply if services are ordered less than **24h in advance**

^ Registration still open after deadline, will be processed in order of entry