

CHECK LIST FOR EXHIBITORS

All done? Check it!



DEADLINE	TOPIC	ORDER	DONE
10 May 2024	company profile exhibitor catalogue & event-App	form via email to: vdi-katalog@t-online.de	
22 May 2024	order stand construction	form via email to: info@mgmessebau.de	
22 May 2024	order additional equipment	Form via email to: info@mgmessebau.de	
22 May 2024	order further congress tickets	collective order form via email to: schreiner@vdi.de	
22 May 2024	order special electricity / heavy current	form via email to: schreiner@vdi.de	
22 May 2024	order stand security	via online service center: sign In (mcon-mannheim.de)	
22 May 2024	Order screens, WLAN, flowers etc.	via online service center: sign In (mcon-mannheim.de)	
22 May 2024	order stand cleaning	via online service center: sign In (mcon-mannheim.de)	
22 May 2024	booking of meeting rooms	form via email to: schreiner@vdi.de	
22 May 2024	Booking stand catering	via email to: graziella.amato@dorint.com	
22 May 2024	order storage / transport at Schenker	via email to: Jan.Smolic@dbschenker.com	
31 May 2024	personalisation included congress ticket	excel list via email to: schreiner@vdi.de	
31 May 2024	name information exhibitor passes	excel list via email to: schreiner@vdi.de	
31 May 2024	Order further exhibitor passes	form via email to: schreiner@vdi.de	

IMPORTANT INFORMATION!

DATE	TOPIC
17 June 2024	set up 1 p.m. – 8 p.m.
18 June 2024	set up 8 a.m. – 6 p.m.
19 June 2024	1st day 8.30 a.m. – 6 p.m.
20 June 2024	2nd day 8.30 a.m. – 4 p.m.
20 June 2024	dismantling from ca. 3.30 p.m. – 9 p.m.