


Checklist for exhibitors/ co-exhibitors  
**FRESHCONEX 2012, Berlin, 8-10 February**



	Date	To Do	Done 	
November 2011	10 November	Registration deadline for co-exhibitors		
	15 November	Planning, implementation and controlling of direct marketing activities (e.g.: order advertising material, send visitor invitations to your customers, order vouchers for your clients)		
	21 November	Registration deadline for printed catalogue entries		
	25 November	Registration deadline for the participation at FRUIT LOGISTICA Innovation Award FLIA 2012		
December 2011	2 December	Deadline for additional catalogue entries (e.g.: premium-entry, product entries and logo in the printed catalogue)		
		<b>Booking of technical services e.g.:</b>		
		Booth construction and equipment for your stand (furniture, office equipment, electricity, water, etc.)		
		Logistic and transport services		
		Telecommunication and network equipment		
		Stand personnel, catering/ catering staff, booth service		
		Parking and/or container space		
		Security cover for your stand		
		Cooling display cabinet		
		<b>Booking of communication services e.g.:</b>		
		Advertising material (flyer, poster, etc.)		
		Banner advertising (Virtual Market Place)		
		7 December	Submission of initial planning or working drawings for stands exceeding the construction height of 2.50 m for official approval (exhibition terms and conditions, 8.1, page 10)	
	February 2012	3 February	Start of construction work: 7.00 hrs	
7 February		End of construction work and official approval		
8-10 February		Opening hours for exhibitors, daily: 8.00–19.00 hrs		
10 February		Start of dismantling, <b>after 18.00 hrs</b>		
13 February		End of dismantling: 22.00 hrs		