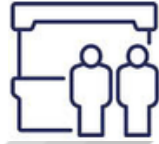




- Dismantle and clean booth
- Pay the remaining invoices after the fair
- Ready to register a booth in the next trade show



SHOW OPENING DAYS



Take notice of deadlines for services/ other tasks to be done

- Exhibition deadline for services
- Equipment and/or services rental (if any)

Make sure to participate in marketing activities and matchmaking programs organized by the trade show organizer, your company, and relevant promotion partners.



Visa and immigration procedures (if required)

- Apply for an invitation letter from Koelnmesse
- Apply for visa



Design booth, booth/ stand construction, equipment and/or exhibiting services rental

Send samples for exhibiting

- Research information, paperworks, and costs /fees

Kindly note: the deadline for shipment of goods by sea freight to the destination (for trade fair)



Travel & accommodation

- Research means of transportation in the host country
- Book a flight ticket
- Book a hotel room or apartment

Booth/ Stand allocated by Koelnmesse

- The organizer will check and allocate space according to the exhibitor's request if space is available (and/ or possible)
- Exhibitor pay invoices before the fair

Note: Exhibitors will only receive instructions and access to relevant exhibition documents once their booth has been allocated.



Register for an exhibiting booth

- Summit online application (for trade fair hosted in Germany)
- Or send the stamped application form to Koelnmesse Vietnam



Research trade show's information

- Stand cost calculation (in trade fair website)
- Registration process
- Choose the type of booth construction (standard or customized) that suits your company's needs

Note: The following steps are for reference only. Depending on the trade fair, the type of fair, or the exhibitor's practical experience, these steps may be adjusted to suit each company.

PROCESS OF PARTICIPATING IN THE EXHIBITION

