

Milestones to INTERNORGA 2019

When	What	How
After your admission	Order all necessary services for your show participation in our online service center (you can find the login information in your admission letter)	!
	Consider one of our stand construction packages	!
From November 2018	Order your advertising material and media entries through our service partner Sutter. The shop can be found in the online service center	!
	Get your exhibitor passes and customer invitations from our exhibitor ticket shop from November 22 nd onwards (accessible through the online service center)	!
	Let your clients know you will be exhibiting at INTERNORGA and use our logo in your communication with them. You can download it here	!
December 2018	Book your advertising space on the show grounds through our partner Dauerwerbung Franke	!
	File all your technical approval requests until January 15th with our technical department	!
	Remember the (print) deadline to submit your desired media entries on December 12th and also register your co-exhibitors so they can be found by the visitors	!
January 2019	You will receive the invoice over your participation fees. A final invoice will be sent to you a few weeks after the show	@
	Invite your clients and business partners to INTERNORGA. In the exhibitor ticket shop you can choose between printed or digital invitations	!
February 2019	Remember to book all your services until February 15th . After that our service partners will add a surcharge of 20%	!
	Redeem your free of charge contingency of exhibitor passes in the exhibitor ticket shop and personalize them. Additional day and season passes may be added at a charge	!
Early March 2019	Please take note of our traffic guide to ensure an as smooth as possible set up and dismantling.	!
March 15, 2019	Welcome to INTERNORGA!	!