CHECKLIST

Dates	Deadline	Contact
ends March 28, 2013	Close of application for main exhibitors	EXPO REAL Project Management E-mail: aussteller@exporeal.net
May 2013	Dispatch of stand proposal	EXPO REAL Project Management
starts June 3, 2013	Dispatch of admission invoice	EXPO REAL Project Management
starts June 3, 2013	Send-out of Exhibitor Center login data (by E-mail)	EXPO REAL Media Services E-mail: info@exporeal-mediaservices.de
June 28, 2013*	Application deadline for co-exhibitors **Attention: Staggered fee for co-exhibitors (see below)**	EXPO REAL Project Management
July 12, 2013**	Final approval of mandatory communication fee (basic entry EXPO REAL trade fair media; see special terms of Application B) Final entry into list of participants (print catalog)	EXPO REAL Media Services
July 12, 2013	Booking of company portrait within catalog Booking of double page ads/portraits within catalog	EXPO REAL Media Services
starts August 19, 2013	Dispatch of Print@home Tickets for exhibitors/ co-exhibitors after payment of admission invoice	EXPO REAL Project Management
August 21, 2013	Submission of technical orders and stand design plans without late surcharge	Technical Exhibition Service E-mail: tas3@messe-muenchen.de
August 30, 2013	Booking of adverts in print catalog and Quick Guide	EXPO REAL Media Services
September 6, 2013***	Registration and publication deadline for evening events at the exhibitor's stand	Traffic and Security Department E-mail: vs@messe-muenchen.de
September 6, 2013 (World) September 13, 2013 (Europe) September 20, 2013 (Germany)	Last dispatch of advertising materials	EXPO REAL Advertising Materials E-mail: werbemittel@messe-muenchen.de
September 20, 2013	Booking and publication of company portrait within the online list of participants	EXPO REAL Media Services
September 27, 2013	Booking of press conference room and press mailing list	EXPO REAL Press Department E-mail: press@exporeal.de
September 27, 2013	Registration and publication deadline of exhibitor day events and press conferences at the exhibitor's stand and conference room bookings (booking forms within Exhibitor Center)	EXPO REAL Project Management
October 2, 2013	Distribution deadline of main exhibitor's Print@home Ticket contingent to co-exhibitors	EXPO REAL Project Management
starts September 30, 2013 ends October 1, 2013	Beginning of advanced set-up (extra charges) EUR 1900 per company/stand for both days EUR 950 per company/stand for October 1, 2013	Technical Exhibition Service E-mail: tas3@messe-muenchen.de
starts October 2, 2013, 7:00, ends October 6, 2013, 18:00	EXPO REAL Set-up	Technical Exhibition Service
starts October 9, 2013, 16:00, ends October 11, 2013, 18:00	Dismantling of EXPO REAL	Technical Exhibition Service
starts November 2013	Dispatch of final invoice	EXPO REAL Project Management

* Staggered fee for co-exhibitors:
Applications received until June 28, 2013 EUR 550 per company
Applications from June 29 until August 30, 2013 EUR 700 per company
Applications from August 31 until September 30, 2013 EUR 850 per company
From October 1, 2013 on applications for co-exhibitors are no longer possible.

** Exhibitor applications filed later than June 28, 2013 will not be published within the printed catalog. They will only be displayed within the online list of participants, the EXPO REAL Quick Guide and App. The charge for that listing is EUR 370 plus VAT per company.

Important note: Only co-exhibitors who have registered by June 28, 2013 (23:59) will be able to release their company entry and their company participants within the printed catalog until July 12, 2013.

*** The fee for evening events at the booth starting after 18:30 is EUR 700 plus VAT per company/event if registered until September 6, 2013.
Evening events registered after this deadline will be charged with EUR 800 plus VAT per company/event.
Events that not have been registered upfront to the fair will also be charged with EUR 800 plus VAT.