

Checklist & important Deadlines For your participation



EUROGUSS 2024

	(until) When
<input type="checkbox"/> Booking stand construction The stand configurator will be released for EUROGUSS as soon as possible. Until then, please inform yourself about the first price alignments in advance via the PDFs in the online stand registration	
<input type="checkbox"/> Organisation of arrival, hotel and stay	from now on
<input type="checkbox"/> Registration of co-exhibitors in the online stand application Log in to the online stand application with your access data at www.euroguss.de/application and register your co-exhibitors.	
<input type="checkbox"/> Your stand space You will receive your stand space confirmation via e-mail.	from July 2023
<input type="checkbox"/> Your online profile in the exhibitor & product area NEW: You can easily edit and update your online profile yourself. To do so, use the new SelfService in your personal exhibitor area.	
<input type="checkbox"/> Booking marketing packages and exclusive marketing Be in focus of trade visitors – before, during and after the fair.	
<input type="checkbox"/> Order everything for a successful EUROGUSS in the Online ExhibitorShop Suspension points, electricity, compressed air, water as well as forwarding agency, working platforms, security, cleaning, hostesses, catering, get-it service, WLAN, stand parties etc.	
<input type="checkbox"/> Booking meeting rooms If you need a room for important meetings, the briefing of your stand staff or an additional event next to your stand, please contact us by e-mail.	
<input type="checkbox"/> Receipt of the invoice by e-mail	from September 2023
<input type="checkbox"/> Receipt of the reminder mailing with the most important order deadlines – Book your services in the Online ExhibitorShop!	
<input type="checkbox"/> Invite your customers! Order and manage your voucher codes in the TicketCenter to invite your customers free of charge. Use the invitation management and send prepared e-mailings directly from the system to your customers. Benefit from voucher monitoring to see live who accepted your invitation.	
<input type="checkbox"/> Fill out the stand construction checklist in the Online ExhibitorShop Check your stand construction against technical guidelines and submit the checklist.	by 21 November 2023 at the latest
<input type="checkbox"/> Registration of large, heavy exhibits Are you planning an exhibit over 5 t weight and/or 6 m² floor space? Please order the necessary aids (e.g. heavy-duty crane) and inform us to coordinate the delivery.	
<input type="checkbox"/> Receipt of LastMinute Information by e-mail Carefully read the last important information for a smooth assembly, runtime and dismantling.	end of November 2023
<input type="checkbox"/> Deadline: parking tickets and other services	until 5 Dezember 2023
<input type="checkbox"/> Order and register your badges in the TicketCenter Order and register your exhibitor passes, as well as assembly and dismantling passes.	until 16. January 2024

Subject to change.

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Assembly

12 – 14 of January 2024
15 of January 2024

7:00 – 24:00
7:00 – 20:00

**Any more questions?
Please contact us!**

Opening times

16 – 18 of January 2024

9:00 – 17:00

Dismantling

18 of January 2024
19 of January 2024
20 of January 2024

17:00 – 24:00
7:00 – 24:00
7:00 – 19:00

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