

Checklist - the key dates in the run-up to Igeho 2019

Checklist	our deadlines	your deadlines	completed
Start of stand positioning	February 2019		
Acceptance of the proposed stand position		4 days after receipt	<input type="checkbox"/>
Dispatch of the confirmation of contract with the definitive stand position (with access data for ordering services in the online ordering service, www.m-manager.com , and the corresponding order deadlines)	after receipt of confirmation of stand position		
Orders for advertising media, customer invitations and additional services for stand construction, catering and logistics in the online ordering service (www.m-manager.com)		as of February 2019	<input type="checkbox"/>
Submission deadline for stand project for approval		28 June 2019	<input type="checkbox"/>
Editorial deadline for the printed igeho24 exhibitors' directory		15 July 2019	<input type="checkbox"/>
Dispatch of the invoice for payment on account (for floor space rental, compulsory "Basic" advertising package and lump-sum advance payments for other services)	August 2019		
Dispatch of advertising media	as of August 2019		
Deadline for submitting technical orders (detailed information on the order forms and dates may be found in the online ordering service www.m-manager.com)		22 September 2019	<input type="checkbox"/>
Dispatch of access data for the MCH logistics tool with the allocated assembly and dismantling phase	September 2019		
Time slots to be booked in the MCH logistics tool (https://ims.messe.ch) for assembly and dismantling, as per the allocated phase		as of October 2019	<input type="checkbox"/>
Igeho 2019		16 - 20 November 2019	
Dispatch of final invoice	December 2019		