

**Checklist for preparing
your participation at the
ASIA PACIFIC SOURCING 2019**



Asia-Pacific Sourcing
Cologne, 25 – 27 March, 2019

		Done
Register co-exhibitors (Form 1.20) with the List of Products (Form 1.30)	By 7th October, 2018	<input type="radio"/>
Order exhibitors' passes against payment (Form Z.01)	Deadline is listed on the order form	<input type="radio"/>
Ordering of marketing services in the official fair media (print, online, mobile)	Until 2 weeks before the start of the fair	<input type="radio"/>
Once you receive your accreditation / stand confirmation, our official contractual partner, Neureuter Fair Media, provides you with all order information and documents for the offered media services.	Please note: Editorial and advertising deadline Marketing Package is 14.12.2018.	
Order other services related to your trade fair preparation (e.g. display stand, power and water supply, stand cleaning, hostesses etc.)	Deadlines are listed on the order forms found at the Koelnmesse-Service-Portal www.koelnmesse-service-portal.com You will receive your log-in data in a separate letter with your stand confirmation around September 2018	<input type="radio"/>
Reserve offices and/or conference rooms	Before the start of the fair (Subject to availability)	<input type="radio"/>
Register stand party	Until 2 weeks before the start of the fair	<input type="radio"/>
Register musical renditions GEMA Bezirksdirektion NRW www.gema.de	Before the start of the fair	<input type="radio"/>
Reserve parking space for trucks/containers	End of January 2019	<input type="radio"/>
Register new products for News and Innovation Report of the fair	From December 2018 (Information to follow)	<input type="radio"/>
Use the " Infoscout " information service for visitors (Form Z.03 in the exhibitor registration brochure)	Until 2 weeks before the start of the fair	<input type="radio"/>
Check of the traffic guide line	From mid-January 2019 www.asia-pacificsourcing.com	<input type="radio"/>