

✉ Information by mail @ Information via e-mail ⓘ For your information 📅 Important deadline

	ⓘ	Early Bird application period	📅	January 31, 2017
	ⓘ	Regular application period	📅	July 30, 2017
	☐	Send your filled and signed application form	@	
	☐	Receive placement proposal and confirm your space allocation	@	
	ⓘ	Receive confirmation of participation and invoice for advance payment	@ / ✉	
October 2016 –July 2017	!	☐	Settle advance payment	📅 immediately
		☐	Integrate the logo of electronica India 2017 into your advertising campaigns, so that your customers will know that you are exhibiting	
		ⓘ	Plan your stand construction : Choose our official stand construction partner or your own stand builder	
	!	☐	Order your stand package (mandatory for booths up to 18 m²)	📅 August 4, 2017
		☐	Receive link to your personalized e-mail banner with hall and stand number and insert in your e-mail signature, e-mailings and website	@
		☐	Maximize your visibility and order advertising and sponsoring opportunities in our sponsorship manual	@ 📅 August 4, 2017
		☐	Submit your details for your visa invitation letter to India (if needed)	
	!	ⓘ	Apply for your visa to India at the Indian embassy/consulate of your country (if needed)	
		ⓘ	Book your flight and hotel. Also check our hotel recommendations	
	July–August 2017	ⓘ	Receive login data and link for the Online Exhibitor Center (OEC)	@
!		☐	Complete your free basic media entries (company/products details) in the OEC . Media entries are not made automatically!	📅 July 30, 2017
		☐	Select and order additional media entries for the catalog, show guide and online data base (logos in floor plans , ads, etc.)	📅 July 30, 2017
		☐	Order your technical services (mandatory/optional) in the OEC : electrical power supply, furniture etc.	📅 August 4, 2017
		ⓘ	Select your products to be exhibited and organize transport and storage (Shipping Guidelines in OEC)	
		☐	Request the participation letter for your stand builder to enter the fair ground and deliver material to your booth	@
		☐	Invite your customers to your booth by e-mailing your exhibitor invitation card . Set up client meetings and start your visitor marketing	@
		ⓘ	Set up booth staff schedule and hire hostesses/translator in the OEC	📅 August 4, 2017
!		☐	Receive and return the completed participation form for the Buyer Seller forum , to apply for on site one-to-one appointments with selected buyers	@ 📅 August 14, 2017
		☐	Order and personalize your exhibitor passes in the OEC	📅 August 4, 2017
!	☐	Receive and settle admission invoice	@ / ✉ 📅 immediately	
!	☐	Receive and settle all invoices for additional orders (stand packages, furniture, electrical, etc.)	@ 📅 August 31, 2017	
September 12–13, 2017	☐	Set-up from 11:00 to 18:00		
	☐	Pick up your exhibitor badges on site from 10:00 to 18:00		
	ⓘ	Take the final booth adjustments with booth construction company		
	ⓘ	Do the staff briefing to ensure, that your customers will be served in an appropriate way at any time during the show		
September 14–16, 2017	😊	Welcome to New Delhi at electronica India 2017 Opening hours: exhibitors 9:00–18:00, visitors 10:00–18:00		
September 15, 2017	ⓘ	We kindly invite you to the Exhibitor Networking Night starting at 18:00		
September 16, 2017	☐	Indicate your allocation wishes for the next show: On site rebooking		
	☐	Dismantling from 18:00 to 22:00		
October 2017– January 2018	ⓘ	Follow up your customer contacts (thank-you mailings, phone calls...), analyze your trade show participation and calculate your return on invest. Take your decision for the next show and apply for electronica India 2018		
	☐	Early Bird application period	📅	January 31, 2018

😊 Any questions? Please [contact us](#)

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