

✉ Information by mail

@ Information via e-mail

ℹ For your information

📅 Important deadline

October 2016 –July 2017	ℹ	Early Bird application period	📅 January 31, 2017
	ℹ	Regular application period	📅 July 30, 2017
	☐	Send your filled and signed application form	@
	☐	Receive placement proposal and confirm your space allocation	@
	ℹ	Receive confirmation of participation and invoice for advance payment	@ / ✉
	!	☐ 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	
	ℹ	☐ 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 18, 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)		
!	ℹ	Apply for your visa to India at the Indian embassy/consulate of your country (if needed)	
ℹ	☐	Book your flight and hotel. Also check our hotel recommendations	
July–August 2017	ℹ	☐ Receive login data and link for the Online Exhibitor Manual (OEM)	@
	!	☐ Complete your free basic media entries (company/products details) in the OEM . Media entries are not made automatically!	📅 August 18, 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 OEM : electrical power supply, furniture etc.	📅 August 18, 2017
	ℹ	☐ Select your products to be exhibited and organize transport and storage (Shipping Guidelines in OEM)	
	☐	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	@
	ℹ	☐ Set up booth staff schedule and hire hostesses/translator in the OEM	📅 August 18, 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 OEM	📅 August 18, 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	
	ℹ	Take the final booth adjustments with booth construction company	
	ℹ	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	ℹ	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	ℹ	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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