

IMPORTANT TO DOS AND DEADLINES:

TASK	DUE DATE	COMPLETED	COMMENTS
Reserve Hotel Rooms	as soon as possible	<input type="checkbox"/>	Click or tap here to enter text.
Register participants	as soon as possible	<input type="checkbox"/>	Click or tap here to enter text.
Submit company details for exhibitor listing	as soon as possible	<input type="checkbox"/>	Click or tap here to enter text.
Apply for booth partnering if desired	September 13	<input type="checkbox"/>	Click or tap here to enter text.
Send booth design to EBD for design approval (individual booth construction only)	August 26	<input type="checkbox"/>	Click or tap here to enter text.
Submit booth structure and Health & Safety Documents to Abraxys for structural approval (individual booth construction only)	after EBD's approval	<input type="checkbox"/>	Click or tap here to enter text.
Submit booth design to Messe Leipzig for approval	See web shop	<input type="checkbox"/>	Click or tap here to enter text.
Order carpet, electricity and other items or services	September 12	<input type="checkbox"/>	Click or tap here to enter text.
Send print data for printing services	September 12	<input type="checkbox"/>	Click or tap here to enter text.
Pre-alert shipment and order logistics services at DHL (logistics partner of BIO-Europe 2022, note deadlines for airfreight and truck/courier)	September 30	<input type="checkbox"/>	Click or tap here to enter text.