






You will receive

from March	your application form	@
	your confirmation of registration	@
from May	your invitation to the Workshop "Successful Trade Show Planning" at the Fairground Munich, your invitation to online training sessions	@
from June	Your Workshop "Successful Trade Show Planning" in Munich in the context of 	!
mid-July - September	your admission with hall plan	
September	1. Exhibitor-Info with your access data to the Online-Service-Center (OSC) ▶ Link to the exhibitor's service manual with order forms for technical services ▶ Booking of marketing services (advertising on-site, advertising material, vouchers or download of exhibitor passes) ▶ Booking of exclusive promotion offers	@
	the media services information of opti Media Services including order forms	@
	Please note! Entry in the official opti media (catalogue, visitor guide, app) is not made automatically.	!
	the offer about the advertising spaces on the trade show ground	@
October	2. Exhibitor-Info with links to the exhibitor's service manual with order forms, parking permits and stand construction partners	@
	Deadline for entry in the official opti media: 20.10.2017	!
	the invoice for your trade show participation	
	payment date: 26.10.2017	!
	Book your technical services required (electricity supply, dividing walls, water etc.) Deadline for orders: 31.10.2017	!
	opti online catalogue goes live	!
November	3. Exhibitor-Info with links to: ▶ Traffic guide with detailed information on access and traffic regulations before, during and after the trade show ▶ Vouchers for inviting your customers ▶ E-mailings for your visitor marketing ▶ Download exhibitor passes	@
	Download your exhibitor passes from your Online-Service-Center (OSC) provided upon full payment of invoice	!
	Book your press box	!
	Write us about your trade show news	!
December	4. Exhibitor-Info with links to: ▶ Security for your trade show stand ▶ Sound reproduction and volume of music on your stand ▶ Traffic guide ▶ Visitor marketing	@
	opti app goes live	!
	Deadline for booking advertising spaces on the trade show ground	!
January	5. Exhibitor-Info with important information to traffic and arrival, organisation	@
	Welcome to opti 2018	

@ You will receive information by email. The subject line will read for instance "1st exhibitor info – opti 2018".
The sending address is always [ghm-messeservice\[at\]opti.de](mailto:ghm-messeservice[at]opti.de).

 You will receive your documents by mail.

! Important date. Mark in your calendar.