

You will receive

from March	your <b>application form</b>	@
	your <b>confirmation of registration</b>	@
mid-July - September	your <b>admission with hall plan</b>	
September	<b>1. Exhibitor-Info with your access data to the Online-Service-Center (OSC)</b> ► Link to the <b>exhibitor's service manual with order forms for technical services</b> ► Booking of <b>marketing services</b> (advertising on-site, advertising material, vouchers or download of exhibitor passes) ► Booking of <b>exclusive promotion offers</b>	@
	the <b>media services information</b> of opti Media Services including order forms	@
	<b>Please note! Entry in the official exhibition media (online/print) is not made automatically.</b>	!
	the offer about the <b>advertising spaces on the trade show ground</b>	@
October	<b>2. Exhibitor-Info</b> with links to the <b>exhibitor's service manual</b> with order forms, parking permits and stand construction partners	@
	the <b>invoice</b> for your trade show participation	
	payment date: <b>25.10.2019</b>	!
	<b>Book your technical services</b> required at the <b>Online-Service-Center (OSC)</b> (electricity supply, dividing walls, water etc.) <b>Deadline for orders: 18.11.2019</b>	!
	<b>opti online catalogue</b> goes live	!
November	<b>3. Exhibitor-Info</b> with links to: ► <b>Traffic guide</b> with detailed information on access and traffic regulations before, during and after the trade show ► <b>Vouchers</b> for inviting your customers ► E-mailings for your <b>visitor marketing</b> ► <b>Download exhibitor passes</b>	@
	<b>Download your exhibitor passes</b> from your <b>Online-Service-Center (OSC)</b> provided upon full payment of invoice	!
	<b>Book your online press box</b>	!
December	<b>4. Exhibitor-Info</b> with links to: ► <b>Security</b> for your trade show stand ► <b>Sound reproduction and volume of music</b> on your stand ► <b>Traffic guide</b> with detailed information on access and traffic regulations before, during and after the trade show ► <b>Visitor marketing</b>	@
	Deadline for booking advertising spaces on the trade show ground	!
January	<b>5. Exhibitor-Info</b> with important information to traffic and arrival, organisation	@
	<b>Welcome to opti 2020</b>	

@ You will receive information by email. The subject line will read for instance **"1st exhibitor info – opti 2020"**. **The sending address is always: GHM | opti 2020 ghm-messeservice[at]opti.de.**

You will receive your documents by mail.

! Important date. Mark in your calendar.

\* subject to change