

# Checklist of your trade fair preparation for swiss interior expo 2024

Your contact persons of swiss interior expo team	Responsibility	Contact person
	Exhibition management	Michael Rambach +49 171 770 1014 rambach@trendfairs.de <hr/> Claudia Weidner +49 151 720 368 87 weidner@trendfairs.de
	Distribution swiss interior expo	Rolf Habegger +41 796 03 62 98 habegger@trendfairs.de <hr/> Michael Rambach +49 171 770 1014 rambach@trendfairs.de <hr/> Marc Röder +49 160 9798 1169 roeder@trendfairs.de <hr/> Claudia Weidner +49 151 720 368 87 weidner@trendfairs.de
	Project management / Exhibitor services / Event technics / Approval of stand construction plans	Yasemin Eker +49 89 244 193 200 eker@trendfairs.de <hr/> Arian Kiesling +49 151 633 211 81 kiesling@trendfairs.de
	Online marketing / Social media / Newsletter	Melissa Dütsch +49 89 244 193 207 duetsch@trendfairs.de
	Marketing management	Sylvia Rasek +49 89 244 193 201 rasek@trendfairs.de
	Graphics / Advertising / Booking advertising media / Recipients of your print documents	Nora Täumer +49 89 244 193 205 taeumer@trendfairs.de
	Visitor service	Christine Linz +49 89 244 193 204 linz@trendfairs.de
	Press / Media relations	Michael Rambach +49 171 770 1014 rambach@trendfairs.de

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## Exhibitor information

We regularly send registered exhibitors information about their trade fair presence by email and remind them of important deadlines.

Dates and important deadlines	Keyword	Content	Contact person	Finished?
<p>January 2024</p> <p>Please note the deadlines for the different advertising media</p> <p>General print deadline for advertising media: <b>12 July 2024</b></p>	Media data	<p>The media data for advertising media bookings will be published from January. These can be booked via the Aussteller Management System (AMS).</p> <p>Some of the advertising media are only available once, so "first come – first serve" applies.</p>	<p>Link to <a href="#">media data</a></p> <p>Aussteller Management System (AMS): <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a></p> <p>Contact person: Nora Täumer taeumer@trendfairs.de +49 89 244 193 205</p>	<input type="checkbox"/>
from July 2024	Publication hall plan / dispatch of the stand confirmations	<p>Depending on the planning status, stand confirmations will be sent out (by email) from the beginning of May 2024.</p> <p>At the same time, we will publish the list of exhibitors on the website <a href="http://www.swiss-interior-expo.ch">www.swiss-interior-expo.ch</a></p> <p>With your stand registration, you have already registered your exhibitor and, if applicable, other brands that will appear in the exhibitor list.</p>	<p>Please make changes directly here:</p> <p>Aussteller Management System (AMS): <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a></p> <p>Up to 5 brands incl. your company name are included. Additional brands cost CHF 595.</p>	<input type="checkbox"/>
	Co-exhibitor at your stand	<p>Please note that all co-exhibitors on your stand are subject to registration (AMS). If you register after the official media deadline, exhibitors will only be published online in the exhibitor list.</p>	<p><a href="http://www.swiss-interior-expo.ch/exhibitor/become-an-exhibitor/">www.swiss-interior-expo.ch/exhibitor/become-an-exhibitor/</a></p>	<input type="checkbox"/>
from August 2024	Exhibition logistics / Forwarding services	<p>To order forwarding or logistics services or to store empties, contact our service partner directly.</p>	<p>Contact will be published shortly.</p>	<input type="checkbox"/>

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<p>Deadline: 2 August 2024</p>	<p>Services and technical orders (AMS-Orderbook)</p>	<p>Once the stand confirmation has been sent, access to the technical orders in AMS is also possible, e.g. electricity, water, VIMA visitor scanner, request for suspension points, etc.</p> <p>Please note that late payment surcharges may apply for some services from 4 weeks before the trade fair.</p>	<p>Service bookings / access via the AMS: <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a></p> <p>Contact person: Yasemin Eker eker@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>
<p>Deadline: 2 August 2024</p>	<p>Suspensions points and brigs</p>	<p>Processing is only possible with a dimensioned stand sketch (with the details below), which you can order by email.</p> <ul style="list-style-type: none"> <li>- Information on type of suspension</li> <li>- Weight of the suspended parts</li> <li>- Exact location designation by attached plan</li> <li>- Height of the suspensions above hall floor</li> </ul>	<p>Contact person: Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>
<p>Deadline: 30 August 2024</p>	<p>Stand construction plans</p>	<p>Submission of approvable stand construction plans</p> <p>The following are subject to approval: areas over 100 m<sup>2</sup>, walls over 3.50 m high, closed ceilings, glass constructions, moving components.</p> <p>Stands of less than 100 m<sup>2</sup> that do not have the above features do not require approval.</p>	<p>Please observe the technical guidelines / event conditions (see technical orderbook)</p> <p>Contact person: Arian Kiesling kiesling@trendfairs.de +49 151 633 211 81</p>	<input type="checkbox"/>
<p>August 2024</p> <p><b>Deadline: 30 August 2024</b></p>	<p>Partition walls</p>	<p>Please order your stand partition walls via the service bookings in AMS.</p> <p>Please note that you must separate your stand from your neighbours.</p>	<p>Stand partitions can be ordered via: <a href="https://aussteller.trendfairs.de">https://aussteller.trendfairs.de</a></p>	<input type="checkbox"/>
<p>August 2024</p>	<p>Stand invoice</p>	<p>You will receive your stand invoice approx. 10 weeks before the start of the fair.</p> <p>Stand construction may be prohibited if the invoice for stand space is unpaid.</p>	<p>Yasemin Eker info@trendfairs.de +49 89 244 193 200</p>	<input type="checkbox"/>

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September 2024	Exhibitor badges	Please register the free exhibitor passes per stand employee online. Available in the Wallet or as PDF.		<input type="checkbox"/>
September 2024	Technical invoice / advertising media invoice	You will receive the invoice for your technical orders and for your booked advertising media by email approx. 4 weeks before the start of the trade fair.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	<input type="checkbox"/>
October 2024	Logistics and access to the exhibition centre	Please note: All vehicles wishing to enter the exhibition centre must be registered in advance and sign in at check-in and, depending on the type of vehicle, pay a deposit of € 100 in cash.	You can find information on deposit regulations in our traffic guide in the AMS or on <a href="http://www.swiss-interior-expo.ch">www.swiss-interior-expo.ch</a>	
31 October - 4 November 2024	Regular construction  Last set-up day	Regular set-up of swiss interior expo 2024 from 31 October to 4 November 2024*.  Thursday, 31 October 2024 from 7 am - 10 pm, Monday, 4 November 2024 from 7 am - 12 pm  On 4 November 2024, set-up is only possible from 12 pm within the stands and dirt-free (12 - 6 pm). Set-up ends at 6 pm.	You will find the exhibition office in the entrance hall (ground floor) of the exhibition centre.	
5 - 7 November 2024	swiss interior expo 2024	<b>swiss interior expo 2024 will take place from 5 to 7 November 2024 in Bern, Switzerland.</b> Exhibitors have access to the exhibition centre with their exhibitor passes – daily from 8 am to 7 pm.	You will find the exhibition office in the entrance hall (ground floor) of the exhibition centre.	
7 - 9 November 2024  from 7 pm	Regular dismantling	7 November 2024 from 7 pm until 9 November 6 pm: All exhibition stands must be dismantled and all vehicles must have left the exhibition grounds.		
December 2024	Final invoice	Up to 4 weeks after the end of the trade fair, all remaining and subsequently ordered services will be invoiced with the final invoice. This invoice is due immediately.	Yasemin Eker info@trendfairs.de +49 89 244 193 200	