

## Checklist EUHA-Congress 2018 in Hannover

- **Booking of stand or additional space** on [www.exhibition-euha.com](http://www.exhibition-euha.com)  
**from 1<sup>st</sup> March 2018 to 27<sup>th</sup> July 2018**
- Booking of **conference rooms** on [www.exhibition-euha.com](http://www.exhibition-euha.com)  
**Deadline 27<sup>th</sup> July 2018**
- Booking of **stand construction** and furnishings – via service forms on our homepage  
**Deadline 31<sup>st</sup> August 2018**
- Submitting of **stand design** for approval per email [exhibition-euha@bvhi.org](mailto:exhibition-euha@bvhi.org)  
**Deadline 17<sup>th</sup> August 2018**
- Booking of **exhibitors' passes** online via our homepage  
**Deadline 21<sup>st</sup> September 2018**
- Booking of **earlier set up** online via our homepage  
**Deadline 21<sup>st</sup> September 2018**
- Booking of all necessary **services**- via service forms on our homepage  
**Deadline 31<sup>st</sup> August 2018**
  - catering
  - internet connection and/or WiFi
  - parking permits
  - stand surveillance
  - stand cleaning
  - electricity
  - insurance
  - water supply
  - waste disposal
- Booking of **actions** or other exceptional exponents per email [exhibition-euha@bvhi.org](mailto:exhibition-euha@bvhi.org). Planning of **special** actions (like waffle sales, molecular kitchen, artist performance etc. or you want helium balloons for advertising purposes or a car on your stand) must be notificated.

\*Please order services and goods that you require for your stand during the exhibition from the Deutsche Messe Hannover using the order forms. The BVHI has no way to check the completeness and correctness of your order. We accept no liability for incorrect or missing services.