

KEY ORDERING DATES.

To make sure nothing is overlooked, here you will find a list of the key ordering dates for Swissbau 2020. Please note that additional costs may be incurred for any late orders. A detailed overview of all ordering dates can be found in [m-manager](#) (tab «Ordering dates»).

Date	Order
24 September 2019	<ul style="list-style-type: none"> ▪ Parking spaces at the exhibition premises
10 November 2019	<ul style="list-style-type: none"> ▪ Electrical connections (does not apply to system stands) ▪ Water supply and installation ▪ Compressed air, gas, exhaust hoods ▪ Fire alarm system ▪ Cold water and stand air conditioning ▪ Safety certification for electrical installations and temporary connections ▪ Lighting ▪ Walls, wall painting, other painting work (does not apply to system stands) ▪ Floor coverings ▪ Request for increased floor load or fixing of loads to hall ceiling ▪ Stand cleaning ▪ Storage basement, cold storage ▪ Logistics: Booking of time slot for stand construction and dismantling ▪ Transport equipment and working platforms ▪ Phones and phone lines, fax machines and fax lines ▪ Internet ▪ Printers and multi-function devices ▪ Event engineering (computer, video, lighting, multimedia, sound) ▪ Guarding of individual stand
15 December 2019	<ul style="list-style-type: none"> ▪ Ticket vouchers/codes ▪ Exhibitor codes ▪ Catering (food, beverages, appliances, crockery) ▪ Photography and filming service ▪ Individual stand construction ▪ Conference rooms (PDF) ▪ Customer events at the exhibition stand ▪ System stands (Basic model, Elegant model, Easy all-inclusive package) ▪ Furnishings (bar stools, stools, meeting tables, armchairs or sofas, side tables, counters, sets, sideboards, cupboards, display cabinets, bar tables, chairs) ▪ Plants ▪ Stand staff ▪ Refrigeration and kitchen appliances ▪ Advertising ▪ Exhibition coaching/training
2 January 2020	<ul style="list-style-type: none"> ▪ Waste disposal ▪ Insurance request or waiver (online form)
14 January 2020	<ul style="list-style-type: none"> ▪ Exhibitor entry online catalogue

Subject to change.