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# CHECKLISTE

TOPIC / AREA	DETAILS / CONTACTS	DETAILS/KONTAKTDATEN	DONE
Fill in online exhibitor profile	Access data will be provided per e-mail in spring	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
NEW: Exhibitor dashboard	Access data will be provided per e-mail in spring	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Lead scanning app access data	Available in the exhibitor dashboard 4 weeks before the fair.	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Exhibitor passes	TAN codes are available directly in the exhibitor dashboard.	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Additional exhibitor passes & parking cards	Please order the additional exhibitor passes and parking cards directly in the exhibitor dashboard	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Exhibitor parking cards	Please find them digitally in the exhibitor dashboard	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Admission ticket vouchers & invitation cards	Please find all further information directly on our website	Orders: exs@mzs.at   Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Internet & IT equipment	Order deadline: at least 4 weeks before the fair	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Trade fair forwarding	Possible until the start of the fair	Orders: messe.salzburg@lagermax.com   Questions: +43 662 4090-2293 / 2294	<input type="checkbox"/>
Printed trade fair guide	Deadline for print materials: 02 Oct 2026 – please fill in your exhibitor profile in the dashboard by then	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Co-exhibitor registration	Please register co-exhibitors as soon as possible.	Questions: <b>Hannes Iglar</b> – igler@mzs.at or +43 662 2404-25	<input type="checkbox"/>
Digital advertising opportunities	Inquiries & orders as soon as possible.	Questions: <b>Hannes Iglar</b> – igler@mzs.at or +43 662 2404-25	<input type="checkbox"/>
Logistics area	Order deadline: by 31 Aug 2026.	Orders: exs@mzs.at   Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Booth supervision & security	Possible until the start of the fair.	Orders: m.scharrer@owd.at   Questions: +43 57 8830 3780	<input type="checkbox"/>
Advertising opportunities during the fair	Please order as soon as possible.	Orders: chgrill@adman.at   Questions: <b>Christopher Grill</b> – +43 676 44 2323 7	<input type="checkbox"/>
<b>NEW! ORDERS VIA MESSEZENTRUM SALZBURG</b>			
Main electrical connections	Order deadline: <b>2 weeks before the fair</b>	Questions: <b>Customer Service Team</b> – +43 662 2404-95	<input type="checkbox"/>
Waste disposal			<input type="checkbox"/>
Booth cleaning			<input type="checkbox"/>
Water connection			<input type="checkbox"/>
<b>STANDOUT SERVICE PARTNER FOR THE FOLLOWING SERVICES</b> (Questions: STANDout Team +43 662 93040 263)			
Ceiling suspension & hanging points – technical plan	Order deadline: <b>6 weeks before the fair</b>	Orders: info@standout.eu	<input type="checkbox"/>
Booth construction, Floor, signage, furniture,	See details of the various order forms		<input type="checkbox"/>
<b>STANDout Webshop</b>			