



Checklist for exhibitors



My stand:

1. Confirm stand booking - sign the contract.
2. Pay the invoice for stand booking.

More info: [WindEurope Electric City 2021 online stand booking platform](#).
(my account)
Contact: WindEurope sales team, sales@windeurope.org
Deadline: asap



My exhibitor profile:

1. Check if the company description in my profile is filled in.
2. Add company logo, so it appears in the interactive floor plan.
3. Check if any of the extra visibility options for online profile are interesting.

More info: [WindEurope Electric City 2021 online stand booking platform](#).
(my account)
Contact: WindEurope sales team, sales@windeurope.org
Deadline: asap

Accommodation:

1. Book hotel rooms for your team coming to the event.

More info: [WindEurope Electric City 2021 accommodation page](#)
Contact: windeurope2021@kuoni-congress.com
Deadline: asap



Compulsory forms:

For full package stands:

1. Health and Safety Declaration
2. Exhibitor profile



3. Nameboard form

*For **basic package** stands:*

1. Health and Safety Declaration

2. Exhibitor profile

3. Stand plans for approval

4. Risk assessment / Method statement (check that with your stand contractor)

5. Structural calculations for stands over 4m in height and double deckers.

6. Stand contractors team registration

More info: [Exhibitor Zone](#)

Contact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org

Deadline: 24 September 2021



Order services for your stand (optional, depends on the stand type):

1. AV/IT equipment

2. Catering

3. Cleaning

4. Electrics

5. Fascia board / Name board (for full package stands)

6. Floral

7. Freight/Lifting/Storage

8. Furniture

9. Graphics

- 10. Hostesses
- 11. Internet
- 12. Meeting rooms
- 13. Photography
- 14. Rigging
- 15. Security
- 16. Telephone
- 17. Visitor invitations
- 18. Water / gas / compressed air

More info: [Exhibitor Zone](#)

Contact: Aleksandra Nowak, Senior Exhibition Manager, anw@windeurope.org
[Deadlines overview – download file here.](#)

Register your staff:



- 1. Allocate your free passes that are part of your stand package.
- 2. Purchase additional passes, if needed.
- 3. Purchase gala dinner tickets.

More info: Exhibitor Registration account, can be accessed from [Exhibitor Zone](#) as from **September 2021**.

Contact: events@windeurope.org

We advise to all exhibitors to finalise their registration before coming onsite.



Promote your company:

1. Use event banners that you can customise, to promote your stand.
2. Check extra visibility options for your online profile.
3. Check [sponsorship options](#).
4. Look at free press services for press release distribution.
5. Check different ways of inviting clients to the event.

More info: [Exhibitor Zone](#)

Contact: WindEurope sales team, sales@windeurope.org