

Checklist for exhibitors

The following checklist covers the most important planning steps of a participation and helps you to optimally prepare for your exhibition appearance.

STEP/TASK	INFORMATION/LINK	DATE/DEADLINE
1. Decision-making aids for participation in the exhibition		
<input type="checkbox"/> Testing of the exhibition under defined criteria	Exhibitor Brochures: <ul style="list-style-type: none"> • Intersolar Europe • ees Europe • Power2Drive Europe • EM-Power Europe 	
<input type="checkbox"/> AUMA Trade Fair Benefit Check	Website	
<input type="checkbox"/> Exhibition cost calculator	cost calculator	
2. Participation objectives		
<input type="checkbox"/> Corporate goals		
<input type="checkbox"/> PR goals		
<input type="checkbox"/> Marketing goals		
<input type="checkbox"/> Sales goals		
<input type="checkbox"/> Lead goals		
3. Registration process		
<input type="checkbox"/> Submit registration (main exhibitor)	Online registration Application form	
<input type="checkbox"/> Confirmation of receipt		1 – 2 days after registration
<input type="checkbox"/> Approval of participation		5 – 8 days after registration
<input type="checkbox"/> Booth location		2 – 6 weeks after approval
<input type="checkbox"/> Invoice		2 weeks after booth placement
<input type="checkbox"/> Payment by bank transfer	Until the payment has been settled, the exhibitor will not be able to order exhibitor badges and may not set up on site.	
<input type="checkbox"/> Co-exhibitors registration		available soon
4. Schedule		
<input type="checkbox"/> Observe important deadlines	See page 6	
5. Membership Program – the bonus program for exhibitors		
<input type="checkbox"/> Register free of charge and collect points	Further information	
6. Plan booth construction		
<input type="checkbox"/> Determine booth size and type		
<input type="checkbox"/> Plan booth construction (system or custom)	Booth construction configurator	
<input type="checkbox"/> Commission booth builder	e.g. MEPLAN GmbH	

<input type="checkbox"/>	Observe regulations for booth construction	See page 6	
7. Exhibitor Service Manual (includes order forms for various services)			
<input type="checkbox"/>	Booth construction	The Service Manual will be available in January 2021.	until April 23, 2021 (After this deadline orders of all services are still possible, though a surcharge will be raised for some of them)
<input type="checkbox"/>	Power supply		
<input type="checkbox"/>	Suspension/rigging		
<input type="checkbox"/>	Sanitary installations/sprinklers/compressed air		
<input type="checkbox"/>	Telephone connection, internet access		
<input type="checkbox"/>	Cleaning and disposal		
<input type="checkbox"/>	Parking permit and MVV tickets		
<input type="checkbox"/>	Security/surveillance		
<input type="checkbox"/>	Transport services		
<input type="checkbox"/>	Room equipment		
<input type="checkbox"/>	Furniture rental		
<input type="checkbox"/>	Multimedia/video/PC		
<input type="checkbox"/>	Catering/dishes		
<input type="checkbox"/>	Booth party		
<input type="checkbox"/>	Staff		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Hotel and event service		
8. Exhibitor Cockpit			
<input type="checkbox"/>	Edit your company profile for the Event Guide	The Exhibitor Cockpit will be available in January 2021.	until April 28, 2021
<input type="checkbox"/>	Edit your company profile for the website		
<input type="checkbox"/>	Order exhibitor tickets (free and additional)		
<input type="checkbox"/>	Order printed entry vouchers for customers		Information about the shipping deadline will be available soon.
<input type="checkbox"/>	Order electronic entry vouchers for customers		
<input type="checkbox"/>	Order VIP tickets for customers		
<input type="checkbox"/>	Press kit space rental		Information about the deadline will be available soon.
<input type="checkbox"/>	Create your own company landingpage		
<input type="checkbox"/>	Publish job offers		
<input type="checkbox"/>	Book a branding package		
<input type="checkbox"/>	Download individual banners and QR code		
<input type="checkbox"/>	Book the distribution of a press release		
9. Invoices of the organizers and different service providers			
<input type="checkbox"/>	Overview of invoicing companies	See page 9	

10. Conference, visitor and exhibitor registration			
<input type="checkbox"/>	Book conference tickets	See page 9-10	From February 2021
<input type="checkbox"/>	Send vouchers to customers		
<input type="checkbox"/>	Order VIP tickets for customers		
<input type="checkbox"/>	Register employees and booth staff		
11. Scan2Lead			
<input type="checkbox"/>	Order	See page 10	
12. Sponsorships and marketing offers			
<input type="checkbox"/>	Book sponsorships	Further information	
<input type="checkbox"/>	Book marketing offers		
13. The smarter E AWARD, Intersolar AWARD and ees AWARD – the awards for your innovations			
<input type="checkbox"/>	Submit innovation	The smarter E AWARD, Intersolar AWARD and ees AWARD	from January 2021
14. Delivery and storage			
<input type="checkbox"/>	Correctly address deliveries	Exhibitor name, hall, booth number The smarter E Europe Messegelände 81823 Munich	
<input type="checkbox"/>	Contact shipping company if necessary	Contact data, on page 11	
15. Travel and accommodation			
<input type="checkbox"/>	Book hotel	Further information	
<input type="checkbox"/>	Plan your trip		
<input type="checkbox"/>	Forward traffic guide to everyone involved		from April 2021
<input type="checkbox"/>	Register for the truck time slot		
<input type="checkbox"/>	Book tickets for public transport (MVV)	MVV Munich offers for exhibitors at the Messe München	
<input type="checkbox"/>	Plan evening program (restaurants, sightseeing tours, events, etc.)	Please check the City Guide of Messe München	
16. Set-up and dismantling			
<input type="checkbox"/>	Note times and communicate them to the parties involved	See page 12	
<input type="checkbox"/>	Request additional set-up days	Contact Technical Exhibition Services (TAS2)	
17. Contacts			
<input type="checkbox"/>	Note important contact details	Contacts	
18. Follow-up phase			
<input type="checkbox"/>	Follow up on customer contacts/orders		
<input type="checkbox"/>	Public relations activities		
<input type="checkbox"/>	Evaluate success (cost/benefit)		
<input type="checkbox"/>	Consider participation in the next exhibition		

We wish you every success in planning and organizing your participation in the exhibition!

If you have any questions, please do not hesitate to contact us.

Best wishes,

[The smarter E Europe Team](#)

Organizers

Solar Promotion GmbH
Kiehnlestraße 16
75172 Pforzheim
Germany

Tel.: +49 7231 58598-0
info@TheSmarterE.de



Registered at the Local Court of Mannheim
under HRB 50 5055
Management: Markus Elsässer and
Dr. Florian Wessendorf

Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Neuer Messplatz 3
79108 Freiburg i. Br.
Germany

Tel.: +49 761 3881-3700
TheSmarterE@fwtm.de



Registered at the Registration Court of Freiburg
under HRA 4323
Management: Hanna Böhme and Daniel Strowitzki

Membership



Certification



Detailed checklist information

1. Decision-making aids for participation in the exhibition

Consider the exhibition in terms of precise criteria

Detailed information can be found in the exhibitor brochure of [Intersolar Europe](#), [ees Europe](#), [Power2Drive Europe](#) and [EM-Power Europe](#).

AUMA Trade Fair Benefit Check

The AUMA Trade Fair Benefit Check supports you in evaluating your participation as an exhibitor and shows you a cost-benefit comparison. Get started with planning and use the Trade Fair Benefit Check to help define your goals for the exhibition.

The [Trade Fair Benefit Check](#) is available in both online and offline versions.

Exhibition cost calculator

How do you optimally use your exhibition budget? You can identify the potential of your exhibition participation in just 5 steps and then determine the required costs of your exhibition appearance.

The [cost calculator](#) is available on the website.

2. Participation objectives

It is crucial to have a precise idea of what you hope to achieve with your participation ahead of the exhibition. Important goals should be defined in advance and communicated to the people involved.

3. Registration process

- **Now** you can also register via our [online registration](#).
Your advantages? Eco-friendly, comfortable, simple and time-saving! Your data will be transmitted directly to us and you will shortly get a confirmation of receipt with your application data.
- As an alternative, the application form is [here](#) available for download.
In order to participate in The smarter E Europe, you need to sign and complete the registration form in full. It is necessary, that you chosen the exhibition on page 1. Based on the information you provide there and in point 3 (products/services and planned exhibits/topics) we decide whether it is possible to admit your company as an exhibitor.
- Once your registration is received, an acknowledgement of receipt will be sent to the email address of the contact that you have specified. Please note that we will send all relevant documents and information to this email address. Therefore, please inform us promptly about changes.
- Several days after your registration has been submitted, we will send you confirmation that your participation has been approved (at which point the contract is valid and legally binding).
- You will receive notification of your booth placement 2–6 weeks after your registration is approved.
- The invoice for your booth space will be sent two weeks after placement allocation.
- Please pay the invoice by the due date, otherwise the booth space you have booked cannot be guaranteed and important documents such as exhibitor badges will not be distributed.

There is a separate application form for co-exhibitors. The main exhibitor is the contracting party. All communications will be directed to the contact specified by the main exhibitor. The online registration for **co-exhibitors** is available soon.

You will find the [exhibition site plan](#) of The smarter E Europe 2021 on the website.

4. Schedule

May 2020	Application form available Start booth allocation
June 2020	Exhibitor Checklist online Exhibition cost-calculator online Online application available
July 2020	Sponsorships & Marketing offers available online
August 2020	Floor plans available online
December 2020	Exhibitor list 2021 available online
January 2021	Exhibitor Cockpit available online Exhibitor Service Manual available online Start submission period for the AWARD
February 2021	Visitor registration for exhibition starts Exhibitor registration starts
March 2021	Application deadline for the AWARD Application deadline for Exhibition Forums
April 2021	Deadline for logo booking in the Event Guide Traffic guide online Submission deadline for booth construction Order deadline for technical services
May 2021	Final delivery of entry vouchers for visitors (international deliveries)
June 2021	Final delivery of entry vouchers for visitors (German deliveries) Order deadline for press kit space rental The smarter E Europe, June 9 – 11, 2021, Messe München, Germany

5. Membership Program – the bonus program for exhibitors

The Global Membership Program is the free loyalty program of the innovation platform The smarter E, rewarding your company with loyalty points for being part of Intersolar, ees, Power2Drive and EM-Power exhibitions, conferences and summits worldwide. Sponsorship programs offer an additional way for your company to collect valuable membership points.

Your longstanding commitment and partnership is rewarded with:

- Discount on booth rental
- Preferential booth placement
- Free and reduced-price conference tickets
- And much more

Become a [Member](#) and register free of charge via the online application or the Exhibitor Cockpit.

6. Plan booth construction

Determine size and type of booth

The minimum size for exhibitor booths is 9 sqm. You may select between a row booth (one side open), a corner booth (two sides open), a peninsula booth (three sides open) or an island booth (four sides open).

Plan booth construction (system or custom)

There are many design possibilities for exhibition booths. Depending on your budget, the selection ranges from simple booth systems to custom booths designed to meet your specific needs. Please do not start

planning your booth until you have received your booth allocation with final dimensions and the type of booth. Please note, that the booth construction is not included in the booth space.

Commission booth builder

Due to their many years of experience, we recommend our partner [MEPLAN GmbH](#), which is headquartered at Messe München. Meplan has a [booth construction configurator](#), which you can use to determine the exact costs of your exhibition booth. This configurator will be available soon. Of course, you may also commission any other booth-building company.

Observe regulations for booth construction

The most important regulations at a glance:

- Booth perimeter walls to neighboring booths and floor coverings are required and you must commission their construction.
- Booth structures exceeding 3 m in height require special approval from the Technical Service Team of Messe München.
- On the perimeter to neighboring booth holders, the construction height may not exceed 6 m. With 2 m of space to the neighboring booth holder, a construction height of 7.50 m is allowed. This height is not possible in all locations.
- On sides facing an aisle, at least 30% of the booth front must have an open design, and after a maximum of 6 meters there must be a passage or a transparently designed front at least 2 meters wide. For walls more than 6 m wide, the written consent of the booth neighbor has to be obtained.
- All rear walls facing neighboring booth holders and exceeding 2.50 m must be kept clean and neutral. Structures and equipment are to be positioned within the stand perimeter such that they do not impinge on neighboring exhibitors.
- Two-story booths always require prior approval from the Technical Service Team of Messe München.

The submission deadline for booth constructions requiring approval is on April 23, 2021. Please contact Technical Exhibition Services (TAS2) at Messe München (+49 89 949211-35, tas2@messe-muenchen.de) with any questions in this regard.

7. Exhibitor service manual (includes order forms for various services)

The **service manual** can be used to book technical services. These services are provided by contractual partners of Messe München and are arranged directly between you and Messe München or their service providers. **The service manual will be available in January 2021.** Cancellation of individual services will also be processed by Messe München or their contractual partners.

The following services can be booked:

- Booth constructions and additional equipment
- Suspension/rigging
- Electrical installations
- Cleaning and disposal
- Parking permits and MVV tickets
- Security/surveillance
- Transport services
- Catering
- And much more!

Orders are generally accepted until six weeks before set-up officially begins (April 23, 2021). If you have any questions, please contact the service provider (contact details are available on the corresponding order form).

Please note that the Messe München GmbH will invoice you EUR 20.00 (excl. VAT) per square meter from March 2021. This invoice is a fixed prepayment for the services of Messe München GmbH listed in the Exhibitor Service Manual (such as electrical, water, telephone connections, parking permits, suspensions and waste disposal) and will be sent to you regardless of whether an order has been received or the scope of an order.

It is important that you pay this invoice, because otherwise Messe München will not provide you with any services.

Please note that if a turnkey booth solution with power supply is included in your media partnership agreement, we will order this for you. After the event, the effective services will be invoiced and charged against the prepayment. If you haven't ordered any services of Messe München GmbH, you will receive a credit note for the entire prepayment amount.

8. Exhibitor Cockpit

The **Exhibitor Cockpit** is a password-protected area, that allows you to order various services and to edit your entry in the exhibitor list. Get an overview of the Exhibitor Cockpit with our [explanation video](#). Within the Exhibitor Cockpit you can watch further explanation videos about different order processes and services.

Please inform us promptly about any contact changes that we can send you new access data for the Exhibitor Cockpit.

The Exhibitor Cockpit gives you the option to order or edit the following:

- Exhibitor Tickets (Please note: you will have to register your team members for their Exhibitor Tickets). The number of free Exhibitor Tickets is based on your booth size. Access to the registration portal will be granted as soon as payment for your booth space has been received.
- Entry vouchers for customers (electronic and printed)
- Invitation tool e-Invite
- Register important customers for the VIP Program
- Edit your company profile for the printed Event Guide, Website
- Publish product presentations and job offers
- Download individual banners and QR code
- Create your own company landingpage and integrate it into your communication
- Enhancement of the exhibition appearance through the Branding Package (branding in the ticket shop, on the tickets and on site at the entrance)
- Book lead tracking products, TV services and press kit spaces
- Apply for a presentation in one of our exhibition forums
- Request conference and meeting rooms
- Register for the Membership Program and receive many free or discounted services
- Book the distribution of a press release within Germany free of charge
- And much more!

Please note that your co-exhibitor does not have his or her own access to the Exhibitor Cockpit. As the main exhibitor, you are responsible for maintaining your co-exhibitor's data.

The deadline for the entry in the printed Event Guide ends on **April 28, 2021**.

9. Invoices

Overview of invoicing companies.

The Invoice is issued by:	Invoice items	Period of invoicing and due date of payment
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG	Booth rental	2 weeks over to booth allocation; term of payment 9 days (national exhibitors) / 14 days (international exhibitors) on receipt of the invoice
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG	Additional set-up days, container storing position	After ordering, payment before the set-up begins
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG	Additional charges (meeting rooms, entry vouchers, exhibitor badges, printed logos and publications, etc.)	Up to 4 weeks after the fair
Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG	Sponsorships	After ordering, payment before the set-up begins
Messe München GmbH	Service prepayment (e.g. electrical and water connection) € 20 (plus turnover tax) per square meter. No payment - no electricity / service.	From March 2021, payment before the set-up begins
Messe München GmbH	Invoicing of services as water, electrical and telecommunication connections, suspending items, parking tickets, disposal etc. After the event, the effectively delivered services will be invoiced and balanced with the prepayment. If you haven't ordered any services, you will receive a credit note for the entire prepayment amount.	Up to 4 weeks after the fair
Messe München GmbH	Advertising in the area of Messe München	After ordering, term of payment 21 days after receipt of invoice; in any case before the event
Meplan GmbH	Booth construction, equipment, etc.	After ordering, payment before the set-up begins
Service provider of the service manual	Catering, floral arrangements, accomodations...	According to the terms of payment of the respective service provider
Solar Promotion GmbH	Advertising in the Exhibition Magazine and Event Directory	After ordering the advertisement, term of payment 14 days after invoicing

10. Exhibitor, visitor and conference registration

The exhibitor, visitor and conference registration will be available online from February 2021.

Exhibitors

You can log into the registration portal via the Exhibitor Cockpit, provided that the invoice for booth space has been paid.

Please note that there will be no delivery of exhibitor tickets anymore. The tickets will be personalized online and picked up on site. Please keep this into account early in your personnel planning.

Visitors

You can still order electronic and printed vouchers for your visitors via the Exhibitor Cockpit. Please inform your visitors that it is quicker and easier to register online in advance. For visitors who do not have an entry

voucher, it is cheaper to buy the ticket online than at the door. Please note that the ticket is not valid for travel on the Munich public transport network (MVV).

Conference attendees

If you plan to attend the conference as an exhibitor, it is cheaper to register online in advance than at the door. The cheaper price is available until several days before the conference. As a Preferred Member or Global Member, you will also receive a certain number of conference tickets free of charge or reduced. You can order the tickets via the Exhibitor Cockpit. The conference ticket includes access to the exhibition on all exhibition days.

11. Scan2Lead

Scan2Lead gives you, a number of proven options for tracking visitors to your stand. At the touch of key, you can thus obtain the information provided by visitors when they register. You have immediate access to the relevant contact data and can store further key lead information on the person concerned.

All visitor-related information that you scan and record at your stand is also immediately available in your clearly organized personal web portal. The information can easily be transferred to your CRM or other marketing systems for subsequent use. It saves the error-prone and time-consuming manual typing-in of handwritten lead forms.

A detailed description you will find at: www.scan2lead.com

You can order Scan2Lead via the Exhibitor Cockpit.

12. Sponsorships and marketing offers

The smarter E Europe offers you numerous opportunities to make promising contacts before, during and after the exhibition. Seize the chance to present yourself as a reliable partner to the solar industry – give your brand exposure with one of many sponsorship and marketing offers:

- exhibition and conference lanyards
- company logo included in floor plan
- banner included on the website and in the newsletter
- and much more!

The offers of **Intersolar Europe**, **ees Europe**, **Power2Drive Europe** and **EM-Power Europe** are [online available](#).

13. The smarter E AWARD, Intersolar AWARD and ees AWARD – the awards for your innovations

A great marketing tool for the winners and an indicator for the industry as a whole. The winners of The smarter E AWARD, the Intersolar AWARD as well as the ees AWARD will be announced at an official ceremony during The smarter E Europe.

Press activities and all events surrounding the AWARD presentations help ensure that companies receive the international recognition they deserve for their outstanding efforts in developing first-class products and services.

More details on the [The smarter E AWARD](#), [Intersolar AWARD](#), [ees AWARD](#) and the advantages of participating are available online.

14. Delivery and storage

All deliveries (pallets, individual packages) to your booth must be addressed as follows:

Exhibitor name, hall, booth number
 The smarter E Europe
 Messegelände
 81823 Munich

In general, any shipping company may deliver to the exhibition grounds. If you are not personally available to receive deliveries, they will be unloaded and stored by the following shipping companies subject to charge:

Schenker Deutschland AG
 Messegelände, Tor 21
 81829 München, Germany
 Tel. +49 89 949 243 00
 Fax +49 89 949 243 39
www.dbschenker.com
fairs.muenchen@dbschenker.com

Kühne-Nagel (AG Co.KG)
 Messegelände, Tor 21
 81829 München, Germany
 Tel. +49 89 949 244 00
 Fax +49 89 949 244 09
www.kuehne-nagel.com
exposervice.muenchen@kuehne-nagel.com

15. Travel and accommodation

Messe München is easily reachable by air, rail, car or public transport. Information on [arriving](#) by car or with [public transport](#) as well as [hotel accommodations](#) are available on our website.

Address Exhibition Centre:

Messe München
 Messegelände
 81823 Munich
 Germany

Electric vehicle charging stations:

For visitors and exhibitors of The smarter E Europe, who arrive with electric vehicle, are electric charging stations of Messe München in the Parking Garage West (at the basement, Sektor B), at the Trade Fair Administration Building and at the ICM - International Congress Center Munich available. A chip / transponder card is necessary to unlock the charging stations. Every electric vehicle owner has this card, it won't be provided by Messe München. The use of the electric charging stations is free of charge, only the regular parking fee is payable. For further information about the charging stations at Messe München please click [here](#).

There are also electric charging stations in the nearby parking garage of the shopping center Riem Arcaden.

Address Riem Arcaden:

Willy-Brandt-Platz 5
 81829 Munich

Address Parking Garage West:

Paul-Henri-Spaak-Str. 6
 81829 Munich

To help you navigate the exhibition grounds, a **traffic guide** is available online from April 2021. The guide will include information on entry regulations, parking, and service facilities.

Truck time slot booking: For vehicles with a total length of more than 8 meters, time slots for setting up and taking down stands at The Smarter E Europe can be booked via FairLog. The User Manual helps you in using the logistic system. The booking will be probably possible from May 2021.

In the evening, the Bavarian capital boasts many cultural events from art and music to design and architecture. You can also choose from a wide array of restaurants offering everything from rustic snacks to Michelin-starred menus. All offers are listed in Messe München's [Hotel and City Guide](#).

16. Set-up and dismantling

Exhibitor badges are NOT required during set-up and dismantling times.

Set-up

Begin: Friday, June 4, 2021, 7:00 am
End: Tuesday, June 8, 2021, 6:00 pm

On the final day of set-up decorating of the booth space can continue until no later than 8:00 pm. The halls will close at 8:00 pm. With the exception of the final set-up day, the exhibition halls are open from 7:00am–10:00pm during the set-up time. Booths which have not begun to be set up by 3:00pm on June 8, 2021 shall be set-up and decorated at the exhibitor's expense, provided they are not used for other purposes.

With the exception of the final day, the halls are open from 7:00 am – 10:00 pm during set-up time.

Additional set-up days

Additional set-up days are not available for all halls and are always subject to charge. If you have questions regarding additional set-up days, please contact:

Technical Exhibition Services, TAS 2 at Messe München
Tel.: +49 89 949 - 21135
tas2@messe-muenchen.de

Dismantling

Begin: Friday, June 11, 2021, 6:00 pm
End: Monday, June 14, 2021, 6:00 pm

Dismantling is permitted throughout this period. Booths and booth space must be returned in an orderly condition. The exhibitor shall be liable for any damage to booth equipment, the walls, floors and grounds.

17. Contacts

For questions during set-up and dismantling as well as throughout the entire event, you will find us in the exhibitor office on-site.

Exhibitor office hours on site:

Saturday: 3:00pm – 5:00pm
Sunday: 10:00am – 5:00pm
Monday: 8:00am – 7:00pm
Tuesday: 8:00am – 8:00pm
Wednesday: 7:00am – 6:00pm
Thursday: 7:30am – 6:00pm
Friday: 8:00am – 6:00pm

Exhibitor registration/booth sales:

Solar Promotion GmbH
Tel.: +49 7231 58598-0
Fax: +49 7231 58598-28
Email: info@TheSmarterE.de

Exhibitor service:

FWTM GmbH & Co. KG
Tel.: +49 761 3881-3700
Fax: +49 761 3881-3770
Email: TheSmarterE@fwtm.de

Sponsorships and marketing

Solar Promotion GmbH
Tel.: +49 7231 58598-16
Fax: +49 7231 58598-28
Email: lajtkep@solarpromotion.com

Technical services

TAS 2 at Messe München
Tel.: +49 89 949211-35
Fax: +49 89 949211-39
Email: tas2@messe-muenchen.de

18. Follow-up phase

Detailed follow-up is necessary for the sustainable and long-term success of your presence at the exhibition. Check to see if you met the goals you set in advance. Send updates and cultivate your relationships with potential customers and regular customers, even those who weren't at the exhibition. Report your participation on your website, social networks, etc. Evaluate the overall success of your participation and make a decision about whether or not you will participate in the next exhibition.

Don't forget: Send thank-you notes to your customers and to all employees involved!

Status August 2020