



CHECKLIST FOR EXHIBITORS

All done? Tick off the tasks!

DEADLINE	TOPIC	CONTACT	ORDER	DONE
1 September 2025	Registration car presentation	Ms. Habel	form via mail to: jasmin.habel@vdi.de	
5 September 2025	Advertising fair catalogue	Mr. Nolden	form via mail to: vdi-katalog@t-online.de	
5 September 2025	Company profile exhibitor catalogue & event app	Mr. Nolden	form via mail to: vdi-katalog@t-online.de	
17 September 2025	Order heavy current	Ms. Habel	mail to: jasmin.habel@vdi.de	
17 September 2025	Order additional equipment / furniture	Mr. Wetzlar	form via mail to: vdi@blickfang.de	
17 September 2025	Forwarding services	Mr. Schmelzenbach	form via mail to: marcel.schmelzenbach@dbschenker.com	
17 September 2025	Order Telecommunication & Internet	Ms. Habel	form via mail to: jasmin.habel@vdi.de	
17 September 2025	Order stand cleaning	Ms. Habel	form via mail to: jasmin.habel@vdi.de	
17 September 2025	Order stand security	Ms. Habel	form via mail to: jasmin.habel@vdi.de	
24 September 2025	Meeting rooms	Ms. Habel	form via mail to: jasmin.habel@vdi.de	



26 September 2025	Order additional congress tickets	Ms. Habel	group order via mail to: jasmin.habel@vdi.de	
26 September 2025	Personalisation congress tickets	Ms. Habel	via mail to: jasmin.habel@vdi.de	
26 September 2025	Order and personalisation exhibitor passes	Ms. Habel	form via mail to: jasmin.habel@vdi.de	

The ELIV week

DATE	TOPIC
13 October 2025	set up 8 a.m. - 6 p.m.
14 October 2025	set up 8 a.m. - 7 p.m.
15 October 2025	1st day 7:30 a.m. – 6:40 p.m.
16 October 2025	2nd day 7:30 a.m. – 4:15 p.m.
16 October 2025	dismantling from approx. 4.30 p.m.
16 October 2025	end of dismantling 10 p.m.