CHECKLIST HR FESTIVAL europe 2024

Below you will find an overview of all relevant deadlines. All details and ordering options can be found on our [website](https://www.hrfestival.ch/en/for-exhibitors/exhibitor-information/) at any time.

**Do you have any questions or uncertainties?**Please contact info@hrfestival.ch directly - we will be happy to help you.

**AS SOON AS POSSIBLE**

**[ ]  Booking exhibitor and party tickets. important!**Free exhibitor tickets can be obtained here.

* First option if you would like to obtain a ticket for the two days of the fair.
* Second option if you would also like to attend the BREAK THE NORM party. As soon as you enter your discount code, the free party tickets will be automatically deducted.

[ ]  **Personal code for your clients**
 Send your personal code for free entry to your customers and partners.

**FEBRUARY**

**[ ]  Graphic files for booth walls important!**(**ONLY** applies to All Inclusive stands)

* Send files to service@form-foundation.de with details of fair, hall and booth number
* **Deadline: 16.02.2024**

**[ ]  Parking tickets**

* Order: when booking the exhibitor ticket
* **Deadline: 23.02.2024**

**MARCH**

[ ]  **Additional furniture and screens**

* Order: via [formfoundation](https://www.hrfestival.ch/wp-content/uploads/2024/01/ff_order-furniture-and-elements_general_EN-CHF-2024.pdf)
* **Deadline: 04.03.2024**, anschliessend 30% Aufschlag

[ ]  **Additional Services**

Power connections, internet access (cable), water, stand cleaning etc.

* Order: via the [Messe Zürich](https://forms.mch-group.com/formcycle/form/provide/1904?lang=de) tool
* **Deadline: 05.03.3024**

Flowers

* Order: via Fleurop, Jeanine Glanzmann (jeannine.glanzmann@fleurop.ch)
* **Deadline: 18.03.2024**

Catering

* Order: via the Webshop of Wassermann & Company
* **Deadline: 20.03.2024**

Personnel

* Order: via [Coople](https://www.coople.com/ch/personalloesungen/firmenaccount-erstellen/?utm_source=HRFestival&utm_medium=Email&utm_campaign=B2B_CH_DE_Awareness_EML_HRFestival_LP)

**[ ]  Booking timeslot buchen for assembly and disassembly important!**(**DOES NOT** apply for All Inclusive stands and lounges)

* Reservation: via the tool of our Handling Operator Sempex
* **Deadline**: In March, exhibitors who have not booked an all-inclusive stand will receive a letter from Sempex with the access data for the logistics tool.

[ ]  **Scan2Lead** **Licence**

* Order: Send form to info@hrfestival.ch
* **Deadline: 21.03.2024**, afterwards directly via Scan2Lead

**[ ]  Delivery of material to Messe Zürich important!**

Material deliveries by parcel can be sent in advance to the Sempex warehouse.

* Registration: via the [Avis](https://www.hrfestival.ch/wp-content/uploads/2024/01/SPX-Avis-Material-ZH-EN.pdf) of Sempex
* **Deadline: Acceptance of shipments from 18. to 22. März 2024**, all deliveries must be registered at least 2 days before receipt of goods.

[ ]  Last but not least - follow and tag us on social media on [LinkedIn](https://www.linkedin.com/showcase/hr-festival-europe/) and [Instagram](https://www.instagram.com/hrfestival_europe/)