

CHECKLIST HR FESTIVAL europe 2025

Below you will find an overview of all relevant deadlines. All information and can be also found on our [website](#) at any time.

Do you have any questions or uncertainties?

Please contact info@hrfestival.ch directly - we will be happy to assist you.

TICKETS

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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.

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Personal code for your clients

Send your personal code for free entry to your customers and partners.

Important: Please note that the code is only valid for the HR-Professionals ticket category.

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Parking tickets

- Order: when booking the exhibitor ticket
- **Deadline: 03.03.2025**

ASSEMBLY AND DISASSEMBLY / DELIVERY

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Booking timeslot for assembly and disassembly important!

(DOES NOT apply for All Inclusive stands and lounges)

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

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Delivery of material to Messe Zürich important!

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

- Registration: via the [Avis](#) of Sempex
- **Deadline: Acceptance of shipments from 17. - 24.03.2025**, all deliveries must be registered at least 2 days before receipt of goods.

ADDITIONAL SERVICES

- ☐ **Additional furniture and screens**
 - Order: via [formfoundation](#)
 - **Deadline: 03.03.2025**, afterwards, a 30% surcharge applies
- ☐ **Power connections, internet access (cable), water, stand cleaning etc.**
 - Order: via the [Messe Zürich tool](#)
 - **Deadline: 03.03.2025**
- ☐ **Flowers**
 - Order: via Fleurop, Natascha Bauer (natascha.bauer@fleurop.ch)
 - **Deadline: 11.03.2025**
- ☐ **Catering**
 - Order: via the [Webshop of Wassermann & Company](#)
 - **Deadline: 11.03.2025**
- ☐ **Personnel**
 - Order: via [Coople](#)
- ☐ **Scan2Lead Licence**
 - Order: Send form to info@hrfestival.ch
 - **Deadline: 21.03.2025**, afterwards directly via Scan2Lead

FILL ME BOTTLES

- 20% discount with code HR25 - JVN44HK
- Order: via the [FILL ME Webshop](#)
- **Deadline: 14.03.2025**

**Last but not least - follow and tag us on social media on
LinkedIn and Instagram!**

Use our hashtags and tag us so we can repost your posts!

LinkedIn: [@HR FESTIVAL europe](#) / Instagram: [@hrfestival_europe](#)
[#hrfestivaleurope2025](#) [#hrfestivaleurope](#) [#breakthenorm](#)