

**LinuxTag 2012**  
**Timetable for exhibitors**  
**[www.linuxtag.org](http://www.linuxtag.org)**



Check	Deadline	To Do	Further Information
	<b>31.03.2012</b> (post-application possible)	Submit stand application	Homepage: <a href="http://www.linuxtag.org/2012/en/exhibitors/participate.html">http://www.linuxtag.org/2012/en/exhibitors/participate.html</a>
	<b>23.03.2012</b>	Order stand construction (wall, carpet, furnishings, etc.)	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Standequipment.pdf">http://www.linuxtag.org/2012/uploads/media/Standequipment.pdf</a>
	<b>23.03.2012</b>	Order vouchers for customers	Order form for the vouchers can be found in the download area: <a href="http://www.linuxtag.org/2012/en/exhibitors/application-and-prices.html">http://www.linuxtag.org/2012/en/exhibitors/application-and-prices.html</a>
	<b>From March 2012 onwards</b>	Check the program of the LinuxTag	Homepage: <a href="http://www.linuxtag.org/2012/de/program/program.html">http://www.linuxtag.org/2012/de/program/program.html</a>
	<b>02.04.2012</b>	Send out invitations to visitors and the press / Send out ticket vouchers	
	<b>09.04.2012</b>	Register co-exhibitors	Stand registration, p. 14: <a href="http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf">http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf</a>
	<b>11.04.2012</b>	Pass information about the highlights on to the Messe Berlin	Contact person: Ms Petra Kuhfuß Tel: +49-30-3038-2195 Fax: +49-30-3038-2515 E-Mail: <a href="mailto:kuhfuss@messe-berlin.de">kuhfuss@messe-berlin.de</a>
	<b>23.04.2012</b>	Reserve parking parking or container space	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Forms: A3 / A4
	<b>23.04.2012</b>	Order electricity and water installation	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Forms: C1-C6
	<b>23.04.2012</b>	Organise transport of the material	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Forms: D1 / D4  Delivery address: Exhibitor: xxx, Hall/Stand No. c/o Messengelände der Messe Berlin / LinuxTag 2012 Messedamm 22 14055 Berlin GERMANY
	<b>23.04.2012</b>	Send statement about waste disposal to the Messe Berlin	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Forms: E1-E2
	<b>23.04.2012</b>	Order telecommunication and network equipment	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a>

			Forms: C2-C5
	<b>23.04.2012</b>	Send out press release	
	<b>23.04.2012</b>	Registration lecture Open Source Arena	Do you want a lecture and introduce your company and product at the LinuxTag? Just inform yourself: <a href="http://www.linuxtag.org/2012/en/program/overview.html">http://www.linuxtag.org/2012/en/program/overview.html</a>
	<b>09.05.2012</b>	Rent technical equipment for your stand	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Forms: G7-G11
	<b>09.05.2012</b>	Order stand cleaning	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Form: E7
	<b>09.05.2012</b>	Order stand support and supervision	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Form: E4
	<b>09.05.2012</b>	Employ hosts and/or staff for the set-up and dismantling	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Form: E3/E8
	<b>13.05.2012</b>	Order catering for the stand and/or the staff	Exhibitor service guide: <a href="http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf">http://www.linuxtag.org/2012/uploads/media/Exhibitor-Service-Guide.pdf</a> Form: E5
	<b>21. - 22.05.2012: 8 a.m. – 22 p. m.</b>	Set-up	Stand registration, p. 17: <a href="http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf">http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf</a>
	<b>26.05.2012: 6 p.m. – 10 p.m. 27. - 28.05.2012: 8 a.m. – 6 p.m.</b>	Dismantling	Stand registration, p. 14: <a href="http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf">http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf</a>
		Order rooms for press conferences/seminars/presentations	Contact person: Ms Linda Garbe Tel.: +49-30-3038-6743 Fax: +49-30-3038-2515 <a href="mailto:l.garbe@messe-berlin.de">l.garbe@messe-berlin.de</a>
		Request information about sponsoring and advertisement opportunities	Homepage: <a href="http://www.linuxtag.org/2012/en/exhibitors/sponsoring.html">http://www.linuxtag.org/2012/en/exhibitors/sponsoring.html</a> <a href="http://www.linuxtag.org/2012/en/exhibitors/partner-guide.html">http://www.linuxtag.org/2012/en/exhibitors/partner-guide.html</a> Stand registration, p. 10-12: <a href="http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf">http://www.linuxtag.org/2012/uploads/media/Application_Form_LinuxTag_2012_Vortragsformular.pdf</a>
		Control the receipt of bills for the stand rental and the free exhibitor vouchers	