

CHECKLIST FOR SHUTTLE-SERVICES (AIRPORT & TRADE FAIR)

Dear interested,
this checklist is intended to facilitate the booking process for your shuttle. Therefore we recommend that you fill out the information below regarding the preparation of the event. Feel free to contact us at any time for assistance with your checklist or to clarify any queries.



GENERAL INFORMATION

- I have recorded the travel date and time form y transfer/ shuttle.¹
- I am considering booking a hotel accommodation.²
- I am considering an individual signage or branding on the coach.³
- For airport transfers: There are specifics about my terminal or flight time that need to be considered.⁴
- For trade fair transfers: There are special features regarding the hall plan or the parking lot at the trade fair that must be observed.⁵
- For trade fair transfers: I need hostesses for my appearance at the trade show .⁶

NOTES FOR YOU AS OUR CUSTOMER

- ¹ Time and address must be complete at least one week before the event and must be communicated to your contact person at AGT. If known, change requests should be communicated to your contact person at AGT immediately, so that he can reschedule in time.
- ² An overnight stay in a hotel can be booked as an additional service. Food and drinks can be brought along privately. Alternatively, catering as well as hostess-services can be booked through AGT. Please let us know in good time.
- ³ Please inform your contact person at AGT for this request at an early stage.
- ⁴ Please inform us about these special feature so that we can implement it in our planning.
- ⁵ Please inform us about these special feature so that we can implement it in our planning.
- ⁶ For this request please inform your contact person at AGT at an early stage. He will provide you with a hostess as support.