Get ready for electronica China 2020

electronica China 2020
components | systems | applications | solutions
International trade fair and conference for electronics
SNIEC, Shanghai I March 18–20, 2020 I electronica-china.com

✉ You will receive information by mail @ You will receive information via E-Mail ⓘ For your information 🗓 Important deadline

March - April 2019	ⓘ	**Early Bird application** period		🗓 April 30, 2019
May - November 2019	ⓘ	Regular application period		🗓 January 31, 2020
	☐	Receive placement proposal and confirm your allocation	@	
	☐	Receive confirmation of participation and invoice	@ / ✉	
	☐	Settle down the payment		🗓 within 2 weeks upon receipt
	☐	Order your advertising and sponsoring packages to maximize your visibility! Please find a variety of advertising and sponsoring opportunities in our **Media Catalogue**	@	🗓 January 20, 2020
	☐	Book speaking slot in our different forums (**Supporting Programs**)	@	🗓 December 30, 2019
	ⓘ	Start your booth construction planning: choose your own booth builder or **our official stand construction partner**		
	☐	Receive Login-Data for **Exhibitor Center**: complete your company and product profile for catalogue entry. Please note: catalog entry is not made automatically!	@	🗓 January 20, 2020
	☐	Download **Exhibitor Manual** in the **Exhibitor Center**. Please book your technical services (mandatory and optional)	@	🗓 January 20, 2020
	☐	Fill out and submit shell scheme/raw space forms for booth design approval (mandatory)		🗓 January 20, 2020
	☐	Order your electrical power supply, furnitures etc.		🗓 January 20, 2020
	☐	Reserve meeting and conference rooms (optional)		🗓 January 20, 2020
	☐	Order and personalize your exhibitor passes in the **Exhibitor Center**		🗓 January 20, 2020
	ⓘ	Set up booth staffing schedule and hire hostesses or translator		
	ⓘ	Integrate the logo and banner of electronica China 2019 into your advertising campaigns so that your customers will know that you are exhibiting: **Download**		
	ⓘ	Select your products to be exhibited and organize your transport and storage options as well as return transport (**Shipping Guidelines**).		
December 2019	ⓘ	Place order for your own catalogues/brochures to be distributed at your booth		
	ⓘ	Set up client meetings and start your visitor marketing! We also offer you VIP Visitor Invitation through our **Exhibitor Center**!		
	ⓘ	Submit your details for your **visa invitation letter to China** if needed		🗓 January 20, 2020
	ⓘ	Book your flight and hotel (check our **hotel recommendations**)		
January - Feburary 2020	☐	Receive the last reminder of important notice for your show preparation	@	
Set-up March 16-17 2020	ⓘ	Take the final booth adjustments with booth construction company and do the personnel and hostess briefing to ensure your customers will be served in an appropriate way at any time during the show		
	☐	Pick up your exhibitor badges on site		
March 18-20 2020	☺	**Welcome to Shanghai at electronica China 2020!**		
Dismantling March 20 2020	☐	Begin with dismantling from 16:00 to 22:00		
March - April 2020	☐	**Early Bird application** period or on-site rebooking for next year		
	ⓘ	Follow up to your customer contact (thank-you mailings, telephone calls…) Analyze your trade show participation and calculate your return on invest. Take your decisions for the next show and apply for electronica China 2021!		

☺ Any questions? Just **contact us**! ✆ +49 89 949-20321 @ exhibitor@electronica-china.com