tl air cargo EUROPE

exhibition and conference

April - June 2020

"First refusal" and allocation process for exhibitors of 2019
deadline June 30, 2020

Apply online:
www.aircargoeurope.com/application

July 2020

All applied previous exhibitors receive a placement **proposal via email.**
Placement proposal
confirmation (online) within one week after receipt

August - December 2020

New exhibitors get the possibility to apply and book free stands

September
Dispatch of admission invoice for confirmed exhibitors

Travel planning
Hotel reservation

January 2021

Online exhibitor shop available
Receipt of login information by email for the exhibitor shop

Exhibitor directory 2021 online available

Due by February 26, 2021 Register co-exhibitors
(to ensure their company entry in the official trade fair media)

Rent conference or meeting rooms
(subject to availability)

Book advertising spaces and sponsoring at the trade fair ground
(subject to availability)

Plan stand construction
Assign stand construction company
Rent stand equipment
Select and book decoration and graphics
Forwarding services
Order stand catering
Hire external personnel/hostesses (choose a dress code)
Plan accompanying advertising campaigns and stand events
Select info material, brochures, give aways

February 2021

Due by February 26, 2021
Order company entry in the official trade fair media directory via Neureuter Fair Media online order center
accessable through the online exhibitor shop

March 2021

Due by March 9, 2021
Payment of admission invoice

Due by March 16, 2021
Technical services orders:
e.g. electrical and water connections, internet access, telecommunication services, suspension units
Stand concept is to be submitted for approval to department Technical Exhibitor Service (TAS)

Place orders:
parking permits, tickets for public transport, vouchers for one-day ticket, advertising materials

Order stand services:
Stand cleaning, stand security service, visitor tracking service

Free online downloads:
Inserts and modules,
personalised banner,
voucher banner for a one-day ticket

April 2021

Set up April 27 - May 3, 2021

Due by April 27, 2021
Submit applications for stand events (9.00 am - 6.00 pm) and stand parties (after 6.00 pm) for approval

Editable any time until May 7, 2021
Enter **exhibitor highlights** in online order center and set it online
Enter job offers in the **job corner** in online order center and set it online
Enter press releases in **electronic press compartments**/maintain appointments in **press-event calender**

Personalization and order of **free** and additional **chargeable exhibitor passes** in online order center

Print@home Tickets (exhibitor passes) will be sent via email after receipt of payment for admission invoice

Place your last orders!
due by April 2, 2021 (Overseas, Italy)
due by April 9, 2021 (Europe)
due by April 16, 2021 (Germany)
Advertising materials (letter stickers, visitor brochure, posters, guides) and **vouchers for one-day ticket**

due by April 30, 2021
Online vouchers for one-day ticket
due by April 23, 2021
Scan2Lead

Send invitations to customers
Schedule appointments on site
Press Relations work

From March 29, 2021 available online: Directory of editors
Updates: **April 12, April 26 and May 3, 2021**

Due by April 30, 2021 bookable in online order center:
Press compartments in Press Center East
Rent press conference rooms (subject to availability)

May 2021

air cargo Europe
May 4-7, 2021

Opening ceremony
May 4, 2021

Visit presentations of the official supporting program

Use Scan2Lead
to track visitors on your stand

Hold a press conference

Dismantling May 7 - 10, 2021
(May 7 from 4.00 pm)

Evaluation of business contacts
Analysis of trade fair participation/evaluation of success
Write to business contacts/Send proposals

June 2021

Receipt and payment of the final invoice
payment deadline: immediatelly