

September 2020	October- December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
<p>"First refusal" and allocation process for exhibitors of 2019 deadline September 15, 2020</p> <p>Apply online: www.aircargoeurope.com/application</p>	<p>New exhibitors get the possibility to apply and book free stands</p>		<p>Dispatch of admission invoice</p>	<p>Due by March 9, 2021 Payment of admission invoice</p>	<p>Set up April 27 - May 3, 2021</p>		<p>Receipt and payment of the final invoice payment deadline: immediately</p>
	<p>from mid-November 2020 onwards receipt of a placement proposal via email</p>		<p>Due by February 26, 2021 Order company entry in the official trade fair media directory via Neureuter Fair Media online order center accessible through the online exhibitor shop</p>	<p>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)</p>	<p>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</p>	<p>air cargo Europe May 4-7, 2021</p>	
<p>Travel planning Hotel reservation</p>		<p>Due by January 14, 2021 deadline placement proposal</p>				<p>Opening ceremony May 4, 2021</p>	
		<p>Online exhibitor shop available Receipt of login information by email for the exhibitor shop</p>				<p>Visit presentations of the official supporting program</p>	
		<p>Exhibitor directory 2021 online available</p>					
		<p>Due by February 26, 2021 Register co-exhibitors (to ensure their company entry in the official trade fair media)</p>			<p>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</p>		
		<p>Rent conference or meeting rooms (subject to availability)</p>			<p>Personalization and order of free and additional chargeable exhibitor passes in online order center</p>	<p>Use Scan2Lead to track visitors on your stand</p>	
		<p>Book advertising spaces and sponsoring at the trade fair ground (subject to availability)</p>			<p>Print@home Tickets (exhibitor passes) will be sent via email after receipt of payment for admission invoice</p>	<p>Hold a press conference</p>	
		<p>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</p>			<p>Place orders: parking permits, tickets for public transport, vouchers for one-day ticket, advertising materials</p> <p>Order stand services: Stand cleaning, stand security service, visitor tracking service</p> <p>Free online downloads: Inserts and modules, personalised banner, voucher banner for a one-day ticket</p>	<p>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</p> <p>due by April 30, 2021 Online vouchers for one-day ticket due by April 23, 2021 Scan2Lead</p>	<p>Dismantling May 7 - 10, 2021 (May 7 from 4.00 pm)</p>
					<p>Send invitations to customers Schedule appointments on site Press Relations work</p>		<p>Evaluation of business contacts Analysis of trade fair participation/evaluation of success Write to business contacts/Send proposals</p>
					<p>From March 29, 2021 available online: Directory of editors Updates: April 12, April 26 and May 3, 2021</p>		
					<p>Due by April 30, 2021 bookable in online order center: Press compartments in Press Center East Rent press conference rooms (subject to availability)</p>		