

## Milestones & Deadlines for your trade fair participation 2022

Date	Activities	Done	Contact
From now on	In-house <a href="#">trade fair planning</a> besides MMG	<input type="checkbox"/>	
	Submission of the online registration	<input type="checkbox"/>	info@drinktec.com
	Dispatch of the stand space proposals by drinktec	<input type="checkbox"/>	
	Confirmation of the stand space proposal	<input type="checkbox"/>	<a href="mailto:exhibitor@drinktec.com">exhibitor@drinktec.com</a>
	Dispatch of the admission invoices by drinktec	<input type="checkbox"/>	
Autumn 2021	Dispatch of the access links for the <a href="#">exhibitor shop</a> by drinktec	<input type="checkbox"/>	<a href="mailto:exhibitor@drinktec.com">exhibitor@drinktec.com</a>
	Dispatch of the starter packages for online vouchers by drinktec	<input type="checkbox"/>	
	Further vouchers can be ordered in the <a href="#">exhibitor shop</a>	<input type="checkbox"/>	
	Order of marketing services via <a href="#">exhibitor shop</a> (advertising space, sponsoring, advertising materials, etc.)	<input type="checkbox"/>	werbemittel@messe-muenchen.de
	Order & customize your exhibitor passes in the <a href="#">exhibitor shop</a>	<input type="checkbox"/>	
	Booking of media services & PR Services	<input type="checkbox"/>	<a href="mailto:drinktec@neureuter.de">drinktec@neureuter.de</a> <a href="mailto:presse.ausstellershop@messe-muenchen.de">presse.ausstellershop@messe-muenchen.de</a>
	Booking of Digital Services	<input type="checkbox"/>	markus.lehrmann@messe-muenchen.de
	Order of technical services	<input type="checkbox"/>	tas3@messe-muenchen.de
	Reservation of meeting and conference rooms	<input type="checkbox"/>	crs@messe-muenchen.de
Organisation of transportation and storage facilities	<input type="checkbox"/>	Siehe Ausstellershop	
May 2, 2022	Payment deadline for admission invoices	<input type="checkbox"/>	<a href="mailto:exhibitor@drinktec.com">exhibitor@drinktec.com</a>
June 1, 2022	Application deadline for co-exhibitors	<input type="checkbox"/>	
June 1, 2022	Deadline visitor planner	<input type="checkbox"/>	drinktec@neureuter.de
July 14, 2022	Deadline for technical orders	<input type="checkbox"/>	tas3@messe-muenchen.de
July 18, 2022	Deadline for turnkey packages from MEPLAN	<input type="checkbox"/>	info@meplan.de
July 2022	Order & Print your exhibitor passes	<input type="checkbox"/>	info@drinktec.com
	Dispatch of the last trade fair information via e-mail by drinktec	<input type="checkbox"/>	<a href="mailto:exhibitor@drinktec.com">exhibitor@drinktec.com</a>
September 1-11, 2022	Setup drinktec from 8:00 a.m. to 18:00 p.m	<input type="checkbox"/>	tas3@messe-muenchen.de
September 11, 2022	Last check of the turnkey packages (inspection of equipment, design, etc.)	<input type="checkbox"/>	info@meplan.de
<b>Welcome to drinktec September 12-16, 2022!</b>			
Shortly before the beginning	Collect the ordered lead management scanners	<input type="checkbox"/>	<a href="mailto:contact@scan2lead.com">contact@scan2lead.com</a>
	Display and delivery of press kits in Press Center East	<input type="checkbox"/>	presse.ausstellershop@messe-muenchen.de
	Pick up additional exhibitor passes on site	<input type="checkbox"/>	werbemittel@messe-muenchen.de
After end of show	Return the lead management scanners	<input type="checkbox"/>	contact@scan2lead.com
	Dismantling drinktec from 16.09, 5 p.m. until 22.09, 6 p.m.	<input type="checkbox"/>	tas3@messe-muenchen.de
6 weeks after the trade fair	Dispatch of final invoice by drinktec	<input type="checkbox"/>	<a href="mailto:exhibitor@drinktec.com">exhibitor@drinktec.com</a>