

End of March - September 2022	October - December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
<p>Due by September 15, 2022 (deadline for application)</p> <p>Apply online: www.transportlogistic.de/application</p>	<p>receipt of a placement proposal via email Placement proposal confirmation (online) within one week after receipt</p>	<p>Dispatch of admission invoice</p>	<p>Due by February 28, 2023 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 15, 2023 Payment of admission invoice</p>	<p>Send invitations to customers Schedule appointments on site Press Relations work</p>	<p>Set up May 2-8, 2023</p>	<p>Receipt and payment of the final invoice payment deadline: immediately</p>
		<p>Exhibitor directory 2023 online available</p>		<p>Due by March 14, 2023 Technical services orders: e.g. electrical and water connections, internet access, telecommunication services, suspension units</p>		<p>transport logistic May 9-12, 2023</p>	
<p>travel planning hotel reservation</p>		<p>Online exhibitor shop available Receipt of login information by email for the exhibitor shop</p>		<p>Due by March 14, 2023 Stand concept is to be submitted for approval to department Technical Exhibitor Service (TAS) Stand concept approval can be expected in up to 4 weeks after submission of the complete documents.</p>		<p>Opening ceremony May 9, 2023</p>	
		<p>Due by February 28, 2023 Register co-exhibitors (to ensure their company entry in the official trade fair media)</p>		<p>Visit presentations of the official supporting program</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>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>Print@home Tickets (exhibitor passes) will be sent via email after receipt of payment for admission invoice</p>		<p>Dismantling May 12-16, 2023 (May 12 from 4.00 pm)</p>	
		<p>Place orders: parking permits, tickets for public transport, vouchers for one-day ticket, advertising materials</p>		<p>Evaluation of business contacts Analysis of trade fair participation/evaluation of success Write to business contacts/Send proposals</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>			
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		<p>Editable any time until May 9, 2023 Enter planned events on your stand into the "press and exhibitor event calendar" and set them online</p>					
						<p>From April 3, 2023 available online: Directory of editors Updates: April 17, May 2, and May 8, 2023</p>	