

April - August 2022	from September 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023
<p>Apply online: www.aircargoeurope.com/application</p> <p>Registration by September 15, 2022 to secure the contingent of free online vouchers</p> <p>First refusal and allocation process for exhibitors of 2019 deadline July 15, 2022</p>	<p>From September onwards All applied exhibitors receive a placement proposal via email. Placement proposal confirmation (online) within one week after receipt</p>	<p>Dispatch of admission invoice</p> <p>Exhibitor directory 2023 online available</p> <p>Online exhibitor shop available Receipt of login information by email for the exhibitor shop</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>Due by March 14, 2023 Technical services orders: e.g. electrical and water connections, internet access, telecommunication services, suspension units</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>Personalization and order of free and additional chargeable exhibitor passes in online order center</p> <p>Print@home Tickets (exhibitor passes) will be sent via email after receipt of payment for admission invoice</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>Send invitations to customers Schedule appointments on site Press Relations work</p>	<p>Set up May 2-8, 2023</p> <p>air cargo Europe May 9-12, 2023</p> <p>Opening ceremony May 9, 2023</p> <p>Visit presentations of the official supporting program</p> <p>Use Scan2Lead to track visitors on your stand</p> <p>Hold a press conference</p> <p>Dismantling May 12-16, 2023 (May 12 from 4.00 pm)</p> <p>Evaluation of business contacts Analysis of trade fair participation/evaluation of success Write to business contacts/Send proposals</p>	<p>Receipt and payment of the final invoice payment deadline: immediately</p>
<p>Travel planning Hotel reservation</p>		<p>Due by February 28, 2023 Register co-exhibitors (to ensure their company entry in the official trade fair media)</p> <p>Rent conference or meeting rooms (subject to availability)</p> <p>Book advertising spaces and sponsoring at the trade fair ground (subject to availability)</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>Due by March 14, 2023 Stand concept approval can be expected in up to 4 weeks after submission of the complete documents.</p>		<p>From April 3, 2023 available online: Directory of editors Updates: April 17, May 2 and May 8, 2023</p> <p>Due by May 5, 2023 bookable in online exhibitor shop: Rent press conference rooms (subject to availability)</p>	
		<p>Editable any time until May 9, 2023 Enter planned events on your stand into the "press and exhibitor event calender" and set them online</p>					