

April - August 2024	September 2024	November/December 2024	January 2025	February 2025	March 2025	April/May 2025	June 2025	July 2025
<p><b>Registration phase</b></p> <p><b>First refusal and allocation process for exhibitors of 2023:</b> <b>Deadline July 31, 2024</b></p> <p>Apply online: aircargoeurope.com/application</p>	<p><i>from September onward:</i> All applied exhibitors receive a <b>placement proposal</b> via email.</p> <p><b>Confirm placement proposal confirmation (online) within one week after receipt</b></p>	<p><i>from November onward:</i> <b>Dispatch of admission invoice</b></p>	<p><b>Exhibitor directory 2025</b> online available</p> <p><b>Online exhibitor shop</b> available (You receive the login information by email for the exhibitor shop)</p>		<p><b>Due by March 15, 2025</b> <b>Order company entry in the official trade fair media directory</b> via Neureuter Fair Media online order center accessible through the online exhibitor shop</p>	<p><b>Due by April 10, 2025</b> <b>Order technical services:</b> e.g. electrical and water connections, internet access, telecommunication services, suspension units</p>	<p><b>May 26 - June 1, 2025</b> <b>Set up</b></p> <p><b>June 2-5, 2025</b> <b>air cargo Europe</b></p>	<p><b>Receipt and payment of the final invoice</b> payment deadline: immediately</p>
<p><b>Register until September 15, 2024</b> to receive the first <b>100 online vouchers for a visitor day ticket free of charge</b></p>			<p><b>Due by February 28, 2025</b> <b>Register co-exhibitors</b> (to ensure their company entry in the official trade fair media)</p> <p><b>Register until February 28, 2025</b> to receive the first <b>30 free online vouchers per co-exhibitor free of charge</b></p>		<p><b>Due by March 31, 2025</b> <b>Payment of admission invoice</b></p>	<p><b>Due by April 10, 2025</b> <b>Submit stand concept for approval to department Technical Exhibitor Service (TAS)</b> (Stand concept approval can be expected in up to 4 weeks after submission of the complete documents)</p>	<p><b>June 2, 2025</b> <b>Opening ceremony</b></p>	
<p><b>Travel planning</b> <b>Hotel reservation</b></p>				<p><b>Rent conference or meeting rooms</b> (subject to availability)</p>		<p><b>Send invitations to customers, schedule appointments on site, Press Relations work</b></p>	<p>Visit presentations of the official supporting program</p>	
			<p><b>Book advertising spaces and sponsoring at the trade fair ground</b> (subject to availability)</p>				<p>Use Scan2Lead to track visitors on your stand</p>	
			<p><b>Plan stand construction</b> <b>Assign stand construction company</b> <b>Rent stand equipment</b> <b>Select and book decoration and graphics</b> <b>Forwarding services</b> <b>Order stand catering</b> <b>Hire external personnel/hostesses (choose a dress code)</b> <b>Plan accompanying advertising campaigns and stand events</b> <b>Select info material, brochures, give aways</b></p>		<p><b>Order and personalize free and additional chargeable exhibitor passes</b> in the exhibitor shop (Print@home tickets will be sent via email)</p>		<p>Hold a press conference</p>	
					<p><b>Place orders:</b> Parking permits, vouchers for one-day ticket, advertising materials</p> <p><b>Order stand services:</b> Stand cleaning, stand security service, visitor tracking service</p> <p><b>Free online downloads:</b> Inserts and modules, personalised banner, voucher banner for a one-day ticket</p>		<p><b>June 5-8, 2025</b> <b>Dismantling</b> (June 5 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><b>Editable any time until June 5, 2025</b> <b>Enter planned events on your stand into the "press and exhibitor event calendar" and set them online</b></p>	<p><b>Order directory of editors</b> (Dispatch via e-mail) Updates: <b>tba</b></p>	
							<p><b>Online bookable any time until June 2, 2025:</b> <b>Rent press conference room</b> (subject to availability)</p>	