

May - July 2016	August 2016	September - December 2016	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017
<p>"First refusal" and allocation process for exhibitors of 2015 by July 29</p> <p>Apply online: www.aircargoeurope.com/application</p>	New exhibitors get the possibility to apply and book their stands			<p>Due by February 20, 2017 Payment of admission invoice</p>	<p>Due by March 21, 2017 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>	Set up May 2-8, 2017		<p>Receipt and payment of the final invoice invoice payment deadline: immediately</p>
	Travel arrangements/hotel reservation		<p>Receipt of admission invoice Receipt of exhibitor documents incl. order forms on CD-ROM and login data for online ordering system = exhibitor center</p>	<p>Due by February 20, 2017 Order company entry in the catalog and online exhibitor database via Neureuter Fair Media online order center NEW (incl. online directories)</p>		<p>Due by May 2, 2017 Submit applications for stand events (9.00 am - 6.00 pm) and stand parties (after 6.00 pm) for approval</p>	<p>transport logistic May 9 - 12, 2017</p>	
			<p>Due by February 20, 2017 Register co-exhibitors (to ensure their company entry in the catalog and online exhibitor database)</p>		<p>Updateable any time until May 12, 2017 in the Exhibitor-Shop 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 calendar</p>		<p>Opening ceremony May 9, 2017</p>	
				<p>Book advertising spaces and sponsoring at the trade fair ground (subject to availability)</p>			<p>Visit presentations and workshops 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 Print@home Tickets (exhibitor passes) in online order center -NEW- Print@home Tickets (exhibitor passes) will be sent via email after receipt of payment for admission invoice</p>		<p>Use Scan2Lead to track visitors on your stand</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: additional exhibitor passes, 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, personalized banner, voucher banner for a one-day ticket</p>	<p>Due by April 13, 2017 Application for participation in "Future Talents & Careers" initiative</p> <p>Place your last orders! due by April 7, 2017 (Overseas, Italy) due by April 14, 2017 (Europe) due by April 21, 2017 (Germany) Advertising materials (letter stickers, visitor brochure, posters, guides) and vouchers for one-day ticket</p> <p>due by May 5, 2017 Online vouchers for one-day ticket</p>	<p>May 12, 2017 Participate in "Future Talents & Careers" initiative</p>	
					<p>Due by May 3, 2017 bookable in online order center: Press compartments in Press Center East Rent press conference rooms (subject to availability)</p>		<p>Dismantling May 12 - 15, 2017 (May 12 from 4.00 pm)</p>	
					<p>Send invitations to customers Schedule appointments on your stand Press Relations work</p>	<p>From April 4, 2017 available online: Directory of editors Updates: April 18, May 2 and May 8, 2017</p>	<p>Evaluation of business contacts Analysis of trade fair participation/evaluation of success Write to business contacts/Send proposals</p>	

