

| April - September 2018 | October - December 2018 | January 2019 | February 2019 | March 2019 | April 2019 | May 2019 | June 2019 | July 2019 | |
|--|--|---|--|--|---|--|---|--|--|
| <p>Due by September 15, 2018 (deadline for application) Clarification of stand size, budget calculation, final decision to participate in exhibition</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>travel planning hotel reservation</p> | <p>Receipt of login information by email for the exhibitor shop</p> | <p>Dispatch of admission invoice End of March</p> | <p>Due by March 22, 2019 Order company entry in the catalog and online exhibitor directory via Neureuter Fair Media online order center NEW (incl. online directories)</p> | <p>Due by April 16, 2019 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> | <p>Set up May 28 - June 3, 2019</p> <p>Due by May 28, 2019 Submit applications for stand events (9.00 am - 6.00 pm) and stand parties (after 6.00 pm) for approval</p> | <p>transport logistic June 4-7, 2019</p> <p>Opening ceremony June 4, 2019</p> | <p>starting July 10, 2019 Receipt and payment of the final invoice payment deadline: immediately</p> | |
| | | | | | | | | | <p>Due by March 22, 2019 Register co-exhibitors (to ensure their company entry in the catalog and online exhibitor directory as well)</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>Updateable any time until June 7, 2019 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>Personalization and order of free and additional chargeable Print@home Tickets (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>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 June 7 - 11, 2019 (June 7 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>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>Place your last orders! due by May 3, 2019 (Overseas, Italy) due by May 10, 2019 (Europe) due by April 17, 2019 (Germany) Advertising materials (letter stickers, visitor brochure, posters, guides) and vouchers for one-day ticket due by May 31, 2019 Online vouchers for one-day ticket due by May 24, 2019 Scan2Lead</p> |
| <p>Due by May 31, 2019 bookable in online order center: Press compartments in Press Center East Rent press conference rooms (subject to availability)</p> | | | | | | | | | |
| <p>From April 29, 2019 available online: Directory of editors Updates: May 13, May 27 and June 3, 2019</p> | | | | | | | | | |
| <p>Send invitations to customers Schedule appointments on site Press Relations work</p> | | | | | | | | | |

