

April - September 2020	October - December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	
<p><b>Due by September 15, 2020</b> (deadline for application)</p> <p>Apply online: <a href="http://www.transportlogistic.de/application">www.transportlogistic.de/application</a></p>	<p>from mid-November 2020 onwards receipt of a placement proposal via email</p>		<p><b>Dispatch of admission invoice</b></p>	<p><b>Due by March 9, 2021</b> Payment of admission invoice</p>	<p><b>Set up April 27 - May 3, 2021</b></p>		<p><b>Receipt and payment of the final invoice</b> payment deadline: immediately</p>	
	<p>travel planning hotel reservation</p>	<p><b>Due by January 14, 2021</b> deadline placement proposal</p>	<p><b>Due by February 26, 2021</b> <b>Order company entry in the official trade fair media</b> directory via Neureuter Fair Media online order center accessible through the online exhibitor shop</p>	<p><b>Due by March 16, 2021</b> <b>Technical services orders:</b> e.g. electrical and water connections, internet access, telecommunication services, suspension units <b>Stand concept is to be submitted for approval to department Technical Exhibitor Service (TAS)</b></p>	<p><b>Due by April 27, 2021</b> 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 4-7, 2021</p>	<p><b>Opening ceremony</b> May 4, 2021</p>	
		<p><b>Online exhibitor shop available</b> Receipt of login information by email for the exhibitor shop</p>			<p><b>Editable any time until May 7, 2021</b> Enter exhibitor highlights in online order center and set it online Enter job offers in the <b>job corner</b> in online order center and set it online Enter press releases in <b>electronic press compartments/maintain appointments in press-event calendar</b></p>			
		<p><b>Exhibitor directory 2021 online available</b></p>			<p>Personalization and order of <b>free</b> and additional <b>chargeable exhibitor passes</b> in online order center</p>	<p>Visit presentations of the official supporting program</p>		
		<p><b>Due by February 26, 2021</b> <b>Register co-exhibitors</b> (to ensure their company entry in the official trade fair media)</p>			<p><b>Print@home Tickets (exhibitor passes)</b> will be sent via email after receipt of payment for admission invoice</p>	<p>Use Scan2Lead to track visitors on your stand</p>		
		<p><b>Rent conference or meeting rooms</b> (subject to availability)</p>			<p><b>Place orders:</b> parking permits, tickets for public transport, vouchers for one-day ticket, advertising materials</p>	<p><b>Place your last orders!</b> <b>due by April 2, 2021</b> (Overseas, Italy) <b>due by April 9, 2021</b> (Europe) <b>due by April 16, 2021</b> (Germany) <b>Advertising materials</b> (letter stickers, visitor brochure, posters, guides) and <b>vouchers</b> for one-day ticket</p>	<p>Hold a press conference</p>	
		<p><b>Book advertising spaces and sponsoring at the trade fair ground</b> (subject to availability)</p>			<p><b>Order stand services:</b> Stand cleaning, stand security service, visitor tracking service</p>	<p><b>due by April 30, 2021</b> <b>Online vouchers</b> for one-day ticket <b>due by April 23, 2021</b> <b>Scan2Lead</b></p>	<p><b>Dismantling May 7 - 10, 2021</b> (June 7 from 4.00 pm)</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>Free online downloads:</b> Inserts and modules, personalised banner, voucher banner for a one-day ticket</p>		<p>Evaluation of business contacts Analysis of trade fair participation/evaluation of success Write to business contacts/Send proposals</p>	
					<p>Send invitations to customers Schedule appointments on site Press Relations work</p>			
					<p><b>From March 29, 2021 available online: Directory of editors</b> Updates: <b>April 12, April 26 and May 3, 2021</b></p>			
				<p><b>Due by April 30, 2021 bookable in online order center:</b> <b>Press compartments in Press Center East</b> <b>Rent press conference rooms</b> (subject to availability)</p>				