

Dates and Deadlines

Deadlines/Dates	Services	Contact
Jan. 2018	Marketing services brochure and access to Exhibitor Shop	<u>Exhibition Management</u>
As of Feb. 2018	Personalization of free and additionally ordered Print@home tickets for exhibitors Prerequisite: Admission invoice paid	<u>Exhibition Management</u>
Feb. 21, 2018	Online training / Webinar Fair planning	<u>MEPLAN</u>
Feb. 28, 2018	Online training / Webinar Exhibition stand design	<u>MEPLAN</u>
March 07, 2018	Online training / Webinar Visitor marketing	<u>MEPLAN</u>
April 6, 2018	Deadline for booking ads in the exhibition catalog	<u>NEUREUTER FAIR MEDIA</u>
April 18, 2018	Online-Training / Webinar Behaviour and communication at the exhibition booth	<u>MEPLAN</u>
April 25, 2018	Online-Training / Webinar Fair postprocessing and performance control	<u>MEPLAN</u>
April 27, 2018	Deadline for booking ads in the visitor guide 2	<u>NEUREUTER FAIR MEDIA</u>
May 2, 2018	Deadline for ordering technical services via the exhibitor shop Deadline for submitting stand-design plans	<u>TAS3</u>
May 11, 2018	Booking of advertising space	<u>Media Sales</u>
Mid of May	Release of the automatica app Publication of the traffic guide	

World: May 5, 2018	Final shipping date for ordered stickers with imprint by mail	<u>Advertising materials</u>
Europe: May 12, 2018		
Germany: May 19, 2018		
World: May 18, 2018	Final shipping date for other ordered advertising materials by mail (e.g. printed vouchers, visitor guide, posters etc.)	<u>Advertising materials</u>
Europe: May 25, 2018		
Germany: June 01, 2018		
As of June 11, 2018	Set up from 08:00 through June 18, 2018, 18:00	<u>Traffic & Safety</u>
June 14, 2018	Registration deadline for stand parties	<u>Traffic & Safety</u>
June 19, 2018	Order deadline for online vouchers for one-day ticket	<u>Advertising materials</u>
June 19-22, 2018 09:00–17:00 Uhr	Exhibition takes place	<u>Exhibition Management</u> Exhibitor service office in front of hall B5
As of June 22, 2018	Dismantling from 17:00 through June 26, 2018, 18:00	
As of July 2018	Final invoices sent out	<u>Exhibition Management</u>
Till end of July	Deadline for applications with early bird rates The application forms will be hand out during the fair or are available online after the fair.	<u>Exhibition Management</u>