

## Schedule / Checklist

for your trade show preparation for ACHEMA 2021

Available	Subject	Deadline
from September 2019	<b>Application</b>	as long as stand space is available
	<b>Invoices</b>	
(for third countries with granted reciprocity)	Submission of VAT documents	
after application from December 2019	1st Instalment	due 14 days after the date of invoice
from September 2020	2nd Instalment Invoice visitor flat-rate	due 14 days after the date of invoice
from February 2021	3rd Instalment Invoice media package	due 14 days after the date of invoice
after dispatch	Advertising material	due 14 days after the date of invoice
after the trade show	Exhibitor passes Publication entries (exceeding the media package) Technical services	due 14 days after the date of invoice
	<b>Stand Confirmation</b>	
	(incl. Online Access ID for Exhibitor Portal)	

Available	Subject	Deadline
after receipt of stand confirmation	<b>Stand / Hall Plan</b>	
	Please forward to stand constructor, if necessary.	
from mid of September 2020	<b>Notification / Application for Approval of Stand Construction and Exhibits</b>	
	Upload of stand construction subject to approval (approval by e-mail)	14 April 2021
	Upload exhibits (high, heavy, in operation) (approval by e-mail)	14 April 2021
	Upload exhibits with hazard potential (approval by e-mail)	14 April 2021
	Notification of presentations (informal)	
	Application for early set-up	03 May 2021
	Application for extended dismantling	16 June 2021
from October 2020	<b>Marketing</b>	
	Media package	05 March 2021
	<ul style="list-style-type: none"> <li>- Short company profile</li> <li>- Keywords (selection from index)</li> <li>- Exhibition group</li> <li>- Company logo</li> <li>- Hyperlink</li> <li>- Product entry including 1 image</li> <li>- Online contact form for prospective customers</li> </ul>	
	Advertisements, banners and more	09 April 2021
	Sponsoring	
	Advertising on the exhibition grounds	
	Press services	04 June 2021

Available	Subject	Deadline
from October 2020	<b>Visitor Marketing</b>	
	Day tickets for guests	
	Advertising material (visitor flyer, poster and programme)	14 April 2021
from October 2020	<b>Tickets and Passes</b>	
	(assembly and dismantling passes, exhibitor passes, day tickets for guests)	
from mid of November 2020	<b>Services Around Your Stand</b>	14 April 2021
	Stand construction, stand equipment	
	Stand engineering	
	Logistics / traffic	
	Travel / accomodation	
from now	Paper submission for congress programme	16 October 2020

The current version can be found under <http://www.achema.de/timetable-exhibitors>  
24. August 2020 | Subject to change