

DEADLINE DATE	ITEM	VENDOR	CONTACT EMAIL
<b>2 July 2023</b>	Last day to CANCEL Exhibit Stand. 25% refund/credit given with written cancellation/change.	<b>KENES GROUP</b>	<a href="mailto:psuarez@kenes.com">psuarez@kenes.com</a>
<b>16 August 2023</b>	Early Move-In is available as a priority to Exhibitors with a MINIMUM stand space of 75sqm. After this date, Early Move-In is open to ALL Exhibitors.	<b>KENES GROUP</b>	<a href="mailto:ttejedor@kenes.com">ttejedor@kenes.com</a>
<b>1 September 2023</b>	Submit Custom Stand Designs for approval	<b>KENES GROUP</b>	<a href="mailto:ttejedor@kenes.com">ttejedor@kenes.com</a>
<b>1 September 2023</b>	Submit stand plans with preferred locations, for correct installation of services	<b>IFEMA MADRID Technical Department</b>	<a href="mailto:stecnica@ifema.es">stecnica@ifema.es</a>
<b>1 September 2023</b>	Book Rigging	<b>IFEMA MADRID</b>	<a href="mailto:servifema@ifema.es">servifema@ifema.es</a> <a href="mailto:stecnica@ifema.es">stecnica@ifema.es</a>
<b>4 September 2023</b>	Last Day to order services from Mestalla WITHOUT ADDITIONAL CHARGE. After this date, an additional 50% will be applied to the Mestalla's official list price	<b>MESTALLA</b>	<a href="mailto:airspacecongress@mestalla.com.es">airspacecongress@mestalla.com.es</a>
<b>7 September 2023</b>	Submit Lead Retrieval Request	<b>KENES GROUP</b>	<a href="mailto:ai2023@kenes.com">ai2023@kenes.com</a>
<b>13 September 2023</b>	Surcharge increase of 25% on IFEMA MADRID service orders placed from the Last-Minute Services Catalogue	<b>IFEMA MADRID</b>	<a href="mailto:servifema@ifema.es">servifema@ifema.es</a>
<b>14 September 2023</b>	Submit CATERING ORDER FORM	<b>KENES GROUP</b>	<a href="mailto:ai2023@kenes.com">ai2023@kenes.com</a>

<b>15 September 2023</b>	For Exhibitor Move-in to Occur, All outstanding invoices for <b>IFEMA MADRID</b> and <b>Kenes Group</b> must be paid by this date.	<b>IFEMA MADRID</b> <b>KENES GROUP</b>	<a href="mailto:servifema@ifema.es">servifema@ifema.es</a> <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
<b>21 September 2023</b>	Online Shopping CLOSSES  For orders after this date, contact MESTALLA directly	<b>MESTALLA</b>	<a href="mailto:airspacecongress@mestalla.com.es">airspacecongress@mestalla.com.es</a>
<b>3 Working Days PRIOR to scheduled delivery date at booth</b>	Latest <b>Road Freight Cargo Arrival</b> at Madrid Warehouse	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>5 Working Days BEFORE departing from origin Port</b>	<b>Sea Freight Arrival</b> Pre-alert & Documents Needed	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>7 Working Days BEFORE arrival at Madrid airport</b>	<b>Air Freight Arrival</b> Pre-alert & Documents Needed	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>7 Working Days BEFORE arrival at Madrid Warehouse, or direct to the venue</b>	<b>Road Freight Arrival</b> Pre-alert & Documents Needed	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>7 Working Days PRIOR to scheduled delivery date at booth</b>	Latest <b>Air Freight Cargo Arrival</b> at Madrid Airport	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>7 Working DAYS BEFORE arrival at Madrid airport</b>	Arrival of goods arriving outside of the E.U. under either t-doc or customs clearance	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>
<b>12 Working Days PRIOR to scheduled delivery date at booth</b>	Latest <b>Sea Freight Cargo Arrival</b> at Valencia Port	<b>DSV Fairs &amp; Events Spain</b>	<a href="mailto:matias.kreiman.seguer@dsv.com">matias.kreiman.seguer@dsv.com</a>