

DEADLINE DATE	ITEM	VENDOR	CONTACT EMAIL
2 July 2023	Last day to CANCEL Exhibit Stand. 25% refund/credit given with written cancellation/change.	KENES GROUP	psuarez@kenes.com
16 August 2023	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.	KENES GROUP	ttejedor@kenes.com
21 August 2023	Submit Custom Stand Designs for approval	KENES GROUP	ttejedor@kenes.com
21 August 2023	Submit stand plans with preferred locations, for correct installation of services	IFEMA MADRID Technical Department	stecnica@ifema.es
21 August 2023	Book Rigging	IFEMA MADRID	servifema@ifema.es stecnica@ifema.es
22 August 2023	Surcharge increase of 25% on IFEMA MADRID service orders placed from the Last-Minute Services Catalogue	IFEMA MADRID	servifema@ifema.es
3 September 2023	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	MESTALLA	airspacecongress@mestalla.com.es
7 September 2023	Submit K LEAD Request	KENES GROUP	ai2023@kenes.com
14 September 2023	Submit CATERING ORDER FORM	KENES GROUP	ai2023@kenes.com

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