

WORLD ATM CONGRESS 2021 DEADLINES

DEADLINE DATE	ITEM	VENDOR	CONTACT EMAIL
August 11, 2021	Last day to CANCEL Exhibit Stand. 25% refund/credit given with written cancellation /change.	World ATM Congress	kenneth.carlisle@worldatmcongress.org
September 16, 2021	Submit Custom Stand Designs for approval	Shepard Exposition Services	rstaub@shepardes.com ; jjewett@shepardes.com
September 21, 2021	Submit stand plans with preferred locations, for correct installation of services	IFEMA Technical Department	stecnica@ifema.es
October 5, 2021	Last Day to order services from Mestalla WITHOUT ADDITIONAL CHARGE	MESTALLA	atmcongress@mestalla.com.es
October 5, 2021	After this date, an additional 50% will be applied to the Mestalla's official list price	MESTALLA	atmcongress@mestalla.com.es
October 8, 2021	Last day to CANCEL Meeting Room Request	World ATM Congress	sandra.strickland@atca.org
October 12, 2021	Submit BARCODE READER Request	KENES	watmc@kenes.com
October 12, 2021	Submit HOSTESSES FOR BOOTH OR MEETING ROOM Request	KENES	watmc@kenes.com
October 12, 2021	Submit THE AV EQUIPMENT FOR YOUR STAND Request	KENES	watmc@kenes.com
October 12, 2021	Submit THE TRANSFER SERVICE	KENES	watmc@kenes.com
October 14, 2021	Surcharge increase OF 25% on IFEMA service orders placed from the Last-Minute Services Catalogue	IIFEMA	servifema@ifema.es
October 19, 2021	Submit Early Move-In Request Form, if any available slots remain	World ATM Congress	sandra.strickland@atca.org
October 20, 2021	IFEMA Online Ordering Ends. Any services needed after this date must be hired directly at the IFEMA Exhibitor Care Service office.	IFEMA	servifema@ifema.es
October 20, 2021	Book Rigging	IFEMA	servifema@ifema.es
October 21, 2021	Online Shopping CLOSES	MESTALLA	atmcongress@mestalla.com.es
October 21, 2021	For orders after this date, contact MESTALLA directly	MESTALLA	atmcongress@mestalla.com.es
October 21, 2021	For Exhibitor Move-in to Occur, All outstanding invoices for IFEMA and World ATM Congress must be paid by this date.	IFEMA/World ATM Congress	servifema@ifema.es ashley.haskins@atca.org
October 29, 2021	Submit CATERING ORDER FORM	KENES	watmc@kenes.com