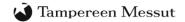


Exhibitor's check list

SUBCONTRACTING 25.-27.9.2018

SCHEDULE FOR DESIGN AND IMPLEMENTATION		DUE DATE	CHECK
Request for quotation to constructor		IMMEDIATELY	
 Travel and hotel bookings 		IMMEDIATELY	
 Press material and marketing 		July-September	
Distribution of customer invitatio	ns	July-August	
ORDERS / SUBCONTRACTOR SERVICES		DUE DATE	CHECK
Order for customer invitations		8.6.2018	
 Company information to exhibition ca Advertisement to the exhibition catalo 	•	15.8.2018	
(chargeable/ AMT Oy)		1.6.2018	
4. Order for exhibitor and parking passes5. Technical orders		24.8.2018	
 Order for exhibition constructions and furniture 		24.8.2018	
Order for electricity		24.8.2018	
Order for cleaning		24.8.2018	
Order for internet connections		24.8.2018	
Order for water, outlet, sewerage and compressed air		24.8.2018	
Order for plants		24.8.2018	
 Order for sound, lighting and truss construction equipment 		24.8.2018	
 Order for ceiling suspensions (Detailed plan to organizer) 		24.8.2018	
Order for AV-equipment		24.8.2018	
 Order for shipment 		24.8.2018	
6. Restaurant services			
 Lunch and coffee vouchers 		14.9.2018	
 restaurant services to the stand / Finnresta 		before the trade fair	
7. Stand reservation for next year's trade fair		12.10.2018	
OTHER IMPORTANT DOCUMENTS			
 Your company press release to be 	e delivered		
to the press room by email		19.9.2018	
 Report and layout plan to organizer of stand excess 			
height and/or two-storey design		24.8.2018	
 License application in case music at your stand to Teosto ry 		25.9.2018	
• License application in case music	at your stand to Gramex ry	25.9.2018	
Construction time:	Opening hours:	Dismantling time:	
2024.9.2018	2527.9.2018	2729.9.2018	
Thu–Mon 8–22	Tue 9–17	Thu 16–22	
Ready-made stands Mon 24.9. 8–22	Wed 9–17	Fri 8–22	
Stands on Product Avenue	Thu 9–16	Sat 8–16	27.0.46.22
Mon 24.9. 12–22		Ready-made stands Thu 27.9 16–22 Stands on Product Avenue immediately after trade fair has closed	

#nemukavatmessutyypit



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