

SCHEDULE FOR DESIGN AND IMPLEMENTATION	DUE DATE	CHECK
• Request for quotation to constructor	IMMEDIATELY	<input type="checkbox"/>
• Travel and hotel bookings	IMMEDIATELY	<input type="checkbox"/>
• Press material and marketing	July-September	<input type="checkbox"/>
• Distribution of customer invitations	July-August	<input type="checkbox"/>

ORDERS / SUBCONTRACTOR SERVICES	DUE DATE	CHECK
1. Order for customer invitations	8.6.2018	<input type="checkbox"/>
2. Company information to exhibition catalogue	15.8.2018	<input type="checkbox"/>
3. Advertisement to the exhibition catalogue (chargeable/ AMT Oy)	1.6.2018	<input type="checkbox"/>
4. Order for exhibitor and parking passes	24.8.2018	<input type="checkbox"/>
5. Technical orders		
• Order for exhibition constructions and furniture	24.8.2018	<input type="checkbox"/>
• Order for electricity	24.8.2018	<input type="checkbox"/>
• Order for cleaning	24.8.2018	<input type="checkbox"/>
• Order for internet connections	24.8.2018	<input type="checkbox"/>
• Order for water, outlet, sewerage and compressed air	24.8.2018	<input type="checkbox"/>
• Order for plants	24.8.2018	<input type="checkbox"/>
• Order for sound, lighting and truss construction equipment	24.8.2018	<input type="checkbox"/>
• Order for ceiling suspensions (Detailed plan to organizer)	24.8.2018	<input type="checkbox"/>
• Order for AV-equipment	24.8.2018	<input type="checkbox"/>
• Order for shipment	24.8.2018	<input type="checkbox"/>
6. Restaurant services		
• Lunch and coffee vouchers	14.9.2018	<input type="checkbox"/>
• restaurant services to the stand / Finnresta	before the trade fair	<input type="checkbox"/>
7. Stand reservation for next year's trade fair	12.10.2018	<input type="checkbox"/>

OTHER IMPORTANT DOCUMENTS		
• Your company press release to be delivered to the press room by email	19.9.2018	<input type="checkbox"/>
• Report and layout plan to organizer of stand excess height and/or two-storey design	24.8.2018	<input type="checkbox"/>
• License application in case music at your stand to Teosto ry	25.9.2018	<input type="checkbox"/>
• License application in case music at your stand to Gramex ry	25.9.2018	<input type="checkbox"/>

Construction time:	Opening hours:	Dismantling time:
20.–24.9.2018	25.–27.9.2018	27.–29.9.2018
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
Mon 24.9. 12–22		Ready-made stands Thu 27.9 16–22
		Stands on Product Avenue immediately after trade fair has closed

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