

**TRIPPUS EXHIBITOR PORTAL**

1. Send digital customer invitations	September–November	<input type="checkbox"/>
2. Print out exhibitor passes	September–December	<input type="checkbox"/>
2. Buy and print out parking passes (limited number available)	September–November	<input type="checkbox"/>
3. Download the app for sales lead reading	November–December	<input type="checkbox"/>

**ORDERS / SUBCONTRACTOR SERVICES**

1. Advertisement to the exhibition catalogue (chargeable / AMT Ltd)	23.10.2020	<input type="checkbox"/>
2. Co-exhibitor information to organizer	16.10.2020	<input type="checkbox"/>
3. Company information to printed exhibition catalogue	10.11.2020	<input type="checkbox"/>
4. Technical orders		
• Order for exhibition constructions and furniture	30.10.2020	<input type="checkbox"/>
• Order for graphic services (for example logo or text for the fascia)	30.10.2020	<input type="checkbox"/>
• Order for electricity	30.10.2020	<input type="checkbox"/>
• Order for cleaning	30.10.2020	<input type="checkbox"/>
• Order for internet connections	30.10.2020	<input type="checkbox"/>
• Order for water, outlet, sewerage and compressed air	30.10.2020	<input type="checkbox"/>
• Order for plants	30.10.2020	<input type="checkbox"/>
• Order for AV-equipment	30.10.2020	<input type="checkbox"/>
• Order for ceiling suspensions (include a detailed plan to organizer)	30.10.2020	<input type="checkbox"/>
• Order for shipment	30.10.2020	<input type="checkbox"/>
5. Company logo material for ready-made and packaged stands	30.10.2020	<input type="checkbox"/>
6. Restaurant services		
• Restaurant services to the stand	27.11.2020	<input type="checkbox"/>
• Lunch and coffee vouchers	at the fair	<input type="checkbox"/>

**OTHER IMPORTANT DUE DATES**

• Report and layout plan to organizer of stand excess height (over 250 cm) and/or two-storey design	30.10.2020	<input type="checkbox"/>
• Your company press release to be delivered to the press room by email	30.11.2020	<input type="checkbox"/>
• License application in case music at your stand to Teostory / Gramex ry	before the fair	<input type="checkbox"/>
• Stand reservation for the next year's fair	31.12.2020	<input type="checkbox"/>

**Construction time:**
**3.–7.12.2020**

Thu–Mon from 8 am to 10 pm

*-Ready-made and packaged stands, structures*
*ordered from the organizer: Mon 8 am–10 pm*
*-Stands on Product and Service Avenue:*
*Mon 4 pm–10 pm*
*-AlihankintaHEAT: Mon 5 pm–10 pm*
**Opening hours:**
**8.–10.12.2020**

Tue from 9 am to 5 pm

Wed from 9 am to 5 pm

Thu from 9 am to 4 pm

**Dismantling time:**
**10.–12.12.2020**

Thu from 4 pm to 10 pm

Fri from 8 am to 4 pm

*-Ready-made and packaged stands, structures*
*ordered from the organizer: Thu 4pm–10 pm*
*-Stands on Product and Service Avenue: as soon as the fair closes*
**#nemukavatmessutyypit**