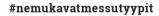


## **EXHIBITOR'S CHECK LIST**

## SUBCONTRACTING 1.-3.10.2024

www.alihankinta.fi

SCHEDULE FOR DESIGN AND IMPLEMENTATION				
Request for quotation to constructor		asap		
<ul> <li>Travel and hotel bookings</li> </ul>		asap		
Press material and marketing		June-August		
Digital customer invitations		June-September		
ORDERS / SUBCONTRACTOR SERVICES				
1. Advertisement to the exhibition catalogue (chargeable / AMT Ltd)		22.8.2024		
2. Co-exhibitor information to organizer		30.8.2024		
3. Company information to printed exhibition catalogue		22.8.2024		
4. Personnel information for exhibitor passes to organizer		3.9.2024		
6. Technical orders				
<ul> <li>Order for exhibition constructions and furniture</li> </ul>		30.8.2024		
• Order for graphic services (for example logo or text for the fascia)		30.8.2024		
Order for electricity		30.8.2024		
Order for cleaning		30.8.2024		
Order for internet connections		30.8.2024		
• Order for water, outlet, sewerage and compressed air		30.8.2024		
• Order for plants		30.8.2024		
Order for AV-equipment		30.8.2024		
Order for ceiling suspensions				
(detailed plan to organizer by 20.8.2024)		30.8.2024		
Company logo material for ready-made				
and packaged stands		22.8.2024		
8. Restaurant services				
Restaurant services to the stand		20.9.2024		
Lunch and coffee vouchers		at the fair		
OTHER IMPORTANT DUE DATES				
Report and layout plan to organizer of stand excess				
height(over 250 cm) and/or two-storey design		20.8.2024		
• Your company press release to press room by email		13.9.2024		
License application in case music at your stand to				
Teosto ry / Gramex ry		before the fair		
<ul> <li>App order for sales lead reading (ContactMate)</li> </ul>		before the fair		
Construction:	<b>Opening hours:</b>		Dismantling:	
2630.9.2024	13.10.2024		35.10.2024	
Thu–Mon from 8 am to 10 pm * Tue from 9 am to Wed from 9 am to		•	Thu from 4 pm to 10 pm	۱*
		<u>-</u>	Fri from 8 am to 10 pm	
* Ready-made and packaged stands, structures Thu from 9 am to 4		o 4 pm	Sat from 8 am to 4 pm	
*Ready made stand thu 4pm-10pm  * Stands on Product and service avenue Mon 4 pm-10 pm  * Stands on Product and service avenue Mon 4 pm-10 pm  *Stands on product and service avenue: as soon as the fair closes				





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