



EXHIBITOR'S CHECK LIST

SUBCONTRACTING 1.–3.10.2024

www.alihankinta.fi

SCHEDULE FOR DESIGN AND IMPLEMENTATION

- | | | |
|--|----------------|--------------------------|
| • Request for quotation to constructor | asap | <input type="checkbox"/> |
| • Travel and hotel bookings | asap | <input type="checkbox"/> |
| • Press material and marketing | June-August | <input type="checkbox"/> |
| • Digital customer invitations | June–September | <input type="checkbox"/> |

ORDERS / SUBCONTRACTOR SERVICES

- | | | |
|--|-------------|--------------------------|
| 1. Advertisement to the exhibition catalogue (chargeable / AMT Ltd) | 22.8.2024 | <input type="checkbox"/> |
| 2. Co-exhibitor information to organizer | 30.8.2024 | <input type="checkbox"/> |
| 3. Company information to printed exhibition catalogue | 22.8.2024 | <input type="checkbox"/> |
| 4. Personnel information for exhibitor passes to organizer | 3.9.2024 | <input type="checkbox"/> |
| 6. Technical orders | | |
| • Order for exhibition constructions and furniture | 30.8.2024 | <input type="checkbox"/> |
| • Order for graphic services (for example logo or text for the fascia) | 30.8.2024 | <input type="checkbox"/> |
| • Order for electricity | 30.8.2024 | <input type="checkbox"/> |
| • Order for cleaning | 30.8.2024 | <input type="checkbox"/> |
| • Order for internet connections | 30.8.2024 | <input type="checkbox"/> |
| • Order for water, outlet, sewerage and compressed air | 30.8.2024 | <input type="checkbox"/> |
| • Order for plants | 30.8.2024 | <input type="checkbox"/> |
| • Order for AV-equipment | 30.8.2024 | <input type="checkbox"/> |
| • Order for ceiling suspensions
(detailed plan to organizer by 20.8.2024) | 30.8.2024 | <input type="checkbox"/> |
| • Company logo material for ready-made
and packaged stands | 22.8.2024 | <input type="checkbox"/> |
| 8. Restaurant services | | |
| • Restaurant services to the stand | 20.9.2024 | <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 | 20.8.2024 | <input type="checkbox"/> |
| • Your company press release to press room by email | 13.9.2024 | <input type="checkbox"/> |
| • License application in case music at your stand to
Teosto ry / Gramex ry | before the fair | <input type="checkbox"/> |
| • App order for sales lead reading (ContactMate) | before the fair | <input type="checkbox"/> |

Construction:

26.–30.9.2024

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

Opening hours:

1.–3.10.2024

Tue from 9 am to 5 pm

Wed from 9 am to 5 pm

Thu from 9 am to 4 pm

Dismantling:

3.–5.10.2024

Thu from 4 pm to 10 pm *

Fri from 8 am to 10 pm

Sat from 8 am to 4 pm

*Ready made stand thu 4pm–10pm

*Stands on product and service
avenue: as soon as the fair closes

#nemukavatmessutyyppit