

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	7.6.2019	<input type="checkbox"/>
2. Company information to exhibition catalogue	14.8.2019	<input type="checkbox"/>
3. Advertisement to the exhibition catalogue (chargeable/ AMT Oy)	1.6.2019	<input type="checkbox"/>
4. Order for exhibitor and parking passes	30.8.2019	<input type="checkbox"/>
5. Technical orders		
• <i>Order for exhibition constructions and furniture</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for electricity</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for cleaning</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for internet connections</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for water, outlet, sewerage and compressed air</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for plants</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for sound, lighting and truss construction equipment</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for ceiling suspensions (Detailed plan to organizer)</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for AV-equipment</i>	30.8.2019	<input type="checkbox"/>
• <i>Order for shipment</i>	30.8.2019	<input type="checkbox"/>
6. Restaurant services		
• <i>Lunch and coffee vouchers</i>	at the fair	<input type="checkbox"/>
• <i>restaurant services to the stand / Finnresta</i>	30.8.2019	<input type="checkbox"/>
7. Stand reservation for next year's trade fair	11.10.2019	<input type="checkbox"/>

OTHER IMPORTANT DOCUMENTS		
• Your company press release to be delivered to the press room by email	20.9.2019	<input type="checkbox"/>
• Report and layout plan to organizer of stand excess height and/or two-storey design	30.8.2019	<input type="checkbox"/>
• License application in case music at your stand to Teosto ry	24.9.2019	<input type="checkbox"/>
• License application in case music at your stand to Gramex ry	24.9.2019	<input type="checkbox"/>

Construction time:	Opening hours:	Dismantling time:
19.–23.9.2019	24.–26.9.2019	26.–28.9.2019
Thu–Mon 8–22	Tue 9–17	Thu 16–22
Ready-made stands Mon 23.9. 8–22	Wed 9–17	Fri 8–22
Stands on Product Avenue	Thu 9–16	Sat 8–16
Mon 23.9. 16–22		Ready-made and Product Avenue stands
		Thu 26.9 16–22

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