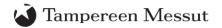


EXHIBITOR'S CHECK LIST

SUBCONTRACTING 26.-28.9.2023

www.alihankinta.fi

SCHEDULE FOR DESIGN AND IMPLEM	ENTATION			
Request for quotation to constructor		asap]
Travel and hotel bookings		asap]
Press material and marketing		June-August]
Digital customer invitations		June-September]
ORDERS / SUBCONTRACTOR SERVICE				
1. Advertisement to the exhibition catalogue (chargeable / AMT Ltd)		24.8.2023		
2. Co-exhibitor information to organizer		31.7.2023		
3. Company information to printed exhibition catalogue		24.8.2023		
4. Personnel information for exhibitor passes to organizer		3.9.2023		
5. Order parking passes		31.8.2023]
6. Technical orders				
Order for exhibition constructions and furniture		24.8.2023		
Order for graphic services (for example logo or text for the fascia)				
Order for electricity		24.8.2023		
Order for cleaning		24.8.2023]
 Order for internet connections 		24.8.2023]
 Order for water, outlet, sewerage and compressed air 		24.8.2023]
 Order for plants 		24.8.2023]
Order for AV-equipment		24.8.2023]
 Order for ceiling suspensions 				
(detailed plan to organizer by 20.8.2023)		24.8.2023]
 Company logo material for ready-made 				
and packaged stands		21.8.2023]
8. Restaurant services				
 Restaurant services to the stand]
Lunch and coffee vouchers		at the fair]
OTHER IMPORTANT DUE DATES				
Report and layout plan to organizer of		_	_	
height(over 250 cm) and/or two-storey design		20.8.2023		
Your company press release to press room by email		13.9.2023]
License application in case music at your stand to				
Teosto ry / Gramex ry		before the fair		
App order for sales lead reading (ContactMate)		before the fair		_
• Stand reservation for Subcontracting 2	2023	27.10.2023]
Construction:	Opening hours:		Dismantling:	
21.–25.9.2023 Thu–Mon from 8 am to 10 pm * Tue from 9 am to		. F nm	2830.9.2023	k
•		•	Thu from 4 pm to 10 pm * Fri from 8 am to 10 pm	
* Ready-made and packaged stands, structures Wed from 9 am		•	Sat from 8 am to 4 pm	
* Ready-made and packaged stands, structures Thu from 9 am to ordered from the organizer: Mon 8 am–10 pm		7 + hiii	*Ready made stand thu 4pm-10pm	n
* Stands on Product and service avenue Mon 4 pm-10 pm			*Stands on product and service avenue: as soon as the fair closes	1
#nemukavatmessutyypit				



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