



EXHIBITOR'S CHECK LIST

SUBCONTRACTING 26.–28.9.2023

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)	24.8.2023	<input type="checkbox"/>
2. Co-exhibitor information to organizer	31.7.2023	<input type="checkbox"/>
3. Company information to printed exhibition catalogue	24.8.2023	<input type="checkbox"/>
4. Personnel information for exhibitor passes to organizer	3.9.2023	
5. Order parking passes	31.8.2023	<input type="checkbox"/>
6. Technical orders		
• Order for exhibition constructions and furniture	24.8.2023	<input type="checkbox"/>
• Order for graphic services (for example logo or text for the fascia)	24.8.2023	<input type="checkbox"/>
• Order for electricity	24.8.2023	<input type="checkbox"/>
• Order for cleaning	24.8.2023	<input type="checkbox"/>
• Order for internet connections	24.8.2023	<input type="checkbox"/>
• Order for water, outlet, sewerage and compressed air	24.8.2023	<input type="checkbox"/>
• Order for plants	24.8.2023	<input type="checkbox"/>
• Order for AV-equipment	24.8.2023	<input type="checkbox"/>
• Order for ceiling suspensions		
(detailed plan to organizer by 20.8.2023)	24.8.2023	<input type="checkbox"/>
• Company logo material for ready-made and packaged stands	21.8.2023	<input type="checkbox"/>
8. Restaurant services		
• Restaurant services to the stand		<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	20.8.2023	<input type="checkbox"/>
• Your company press release to press room by email	13.9.2023	<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"/>
• Stand reservation for Subcontracting 2023	27.10.2023	<input type="checkbox"/>

Construction:

21.–25.9.2023

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:

26.–28.9.2023

Tue from 9 am to 5 pm

Wed from 9 am to 5 pm

Thu from 9 am to 4 pm

Dismantling:

28.–30.9.2023

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

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