

## Check-List Trade Fair

### Fair's information

Ok	To do	Date
<input type="checkbox"/>	Carefully examine the regulation	15.03.2021
<input type="checkbox"/>	Send the regulation duly <u>signed</u> to Helvartis <u>before</u> booking a booth	15.03.2021
<input type="checkbox"/>	Regularly check the trade fair's website	-

### Booth reservation

Ok	To do	Date	Page of the regulation
<input type="checkbox"/>	Complete the online registration form and click "send" to transmit it to Helvartis	15.03.2021	1 to 3
<input type="checkbox"/>	Check license inventory for communication software included in the flat sum	13.08.2021	
<input type="checkbox"/>	Proceed to the renting fees payment for your booth	31.08.2021	

### Booth's setup

Ok	To do	Date	Page of the regulation
<input type="checkbox"/>	Respect the time allowed to set up the booth	Cf. website	1 to 3
<input type="checkbox"/>	Respect the trade fair's schedule during the day (beginning/end)	Cf. website	
<input type="checkbox"/>	Creation of the accounts for the communication tool, implementation in virtual booth	03.09.2021	
<input type="checkbox"/>	Personalization of the trade fair templates, ensuring the editing tool	03.09.2021	
<input type="checkbox"/>	Organize the staff's presence/instruction about the booth (responsibility, tasks, behaviour, dress code)	24.09.2021	

### Booth dismantling

Ok	To do	Date	Page of the regulation
<input type="checkbox"/>	Respect the dismantling's schedule	Organizer announcement	1 to 3
<input type="checkbox"/>	Saving of templates / documents for future trade fairs	Last day of the trade fair	-

### After fair trade activities

Ok	To do	Date	Page of the regulation
<input type="checkbox"/>	Make sure that all invoices (rental fees, order of additional licenses, etc.) have been paid to Helvartis	15.10.2021	1 to 3

We wish you a successful trade fair!