

Trade fair checklist

Information on the fair

| Ok | To do | Date |
|--------------------------|---|------------|
| <input type="checkbox"/> | Read through the regulations <u>carefully</u> | 18.10.2024 |
| <input type="checkbox"/> | Send the <u>signed</u> regulations to Helvartis <u>before</u> booking a table | 18.10.2024 |
| <input type="checkbox"/> | Check the trade fair's website regularly | - |

Table reservation

| Ok | To do | Date | Page of the regulation |
|--------------------------|--|-------------------------|------------------------|
| <input type="checkbox"/> | Complete and submit the online registration form to send the data to Helvartis | 02.09.2024 – 18.10.2024 | 2 to 5 |
| <input type="checkbox"/> | Reservation of hotel rooms by PE | 18.10.2024 | |
| <input type="checkbox"/> | Payment of table fees to Helvartis | 31.10.2024 | |

Set-up and trade fair operation

| Ok | To do | Date | Page of the regulation |
|--------------------------|--|------------------|------------------------|
| <input type="checkbox"/> | Consider arrival time & parking facilities | Cf. website | - |
| <input type="checkbox"/> | Adhere to the table set-up date (start / end) | Cf. website | - |
| <input type="checkbox"/> | Observe trade fair times (start / end) | Cf. website | - |
| <input type="checkbox"/> | Ensure presence at the stand / train staff (schedule, responsibilities, tasks, product knowledge, behaviour and outfit) | 06.11.2024 | - |
| <input type="checkbox"/> | Participation in official trade fair opening according to information from organiser | 12.11.2024 | - |
| <input type="checkbox"/> | Follow instructions regarding the use of the exhibition rooms and the furniture provided | 12. – 13.11.2024 | 2 to 4 |
| <input type="checkbox"/> | Take care of the daily cleaning of the table (depending on the activity, special cleaning utensils are required and must be brought along) | 12. – 13.11.2024 | |
| <input type="checkbox"/> | Dispose of waste in the containers provided | 12. – 13.11.2024 | |

Clearing the table

| Ok | To do | Date | Page of the regulation |
|--------------------------|---|----------------------------|------------------------|
| <input type="checkbox"/> | Participation official farewell according to information by organiser | 13.11.2024 | 3 |
| <input type="checkbox"/> | Adhere to the time for clearing the table | Organiser announcement | |
| <input type="checkbox"/> | Return all rental equipment in perfect condition | Last day of the trade fair | |
| <input type="checkbox"/> | Report any damage to the table, material or hall to the organisers | | |
| <input type="checkbox"/> | Dispose of waste in the provided containers / final cleaning | | |

After fair trade activities

| Ok | To do | Date | Page of the regulation |
|--------------------------|--|------------|------------------------|
| <input type="checkbox"/> | Check whether all trade fair invoices (invoices for rental fees, damage to rental furniture, etc.) have been paid to Helvartis | 29.11.2024 | 3 |

We wish you a successful trade fair!