UPAKEXPO

TRADE SHOW PLANNING CHECKLIST

UPAKEXPO

DOWNLOAD Application form

Application contains prices and conditions of participation

FILL OUT
- Requisites for invoicing
- Information about exhibitor

ENTER Space type, booth desired size and your company's scope of activity

GET floorplan with booth option

Finalize your location and stand size

SEND the final application version including all approvals + signature and stamp

After receiving the application, organizer will send you an invoice

PAY the invoice by the stated date

Do not forget to indicate OUR (commission code)

HAND OVER two originals of application via mail in advance or take them to the fair to exchange with organizer on place

CHECK OUT service manual

ORDER additional technical services if necessary

LOG IN personal account for online-catalogue entry and printed exhibition guide

1. *Get log in/password from organizer*
2. *Fill in company's profile*
3. *Obtain exhibitor passes (1 per 6 sqm)*
4. *Learn media opportunities*

LAUNCH pre-show marketing campaign to promote your participation

USE our advertising and sponsorship opportunities

CHECK OUT Exhibitor manual

Learn:
- *Venue and dates*
- *Obtaining financial documents*
- *Technical control/accreditation*
- *Shipping*
- *Visa support*
- *Delivery and removal*

READ and follow the rules of construction of the exhibition stands and procedure for delivery/ removal of equipment and exhibits

Trade fair team will be happy to assist you with any quires

AWAIT YOU AT THE FAIR!