

## >> ORGANIZE AT BEST YOUR PRESENCE AT THE FAIR!

## DONE?

REGISTRATION	Send application form for participation (mod. A)	ASAP, until availability lasts	<input type="checkbox"/>
	You will receive the contract for participation to undersign and send back along with proof of payment of the first half of the total due <i>IMPORTANT: If you want the <u>name panel</u> of your stand to have a caption that is different from the company name, please remember to <u>write it in the contract</u></i>	Return by the date stated in the contract	<input type="checkbox"/>
	Send proof of payment (final balance due)	By <b>September 23rd 2022</b>	<input type="checkbox"/>
	Send data for <a href="https://form.jotformeu.com/61293034013342">https://form.jotformeu.com/61293034013342</a>	By <b>September 9th 2022</b>	<input type="checkbox"/>
	Send request form for obtaining exhibitor passes (mod. G)	By <b>October 7th 2022</b>	<input type="checkbox"/>
PLANNING YOUR STAND	Send request form for extra stand furnishings (mod. C)	By <b>September 14th 2022</b>	<input type="checkbox"/>
	Submit stand layout for approval (if not having opted for a shell scheme booth)	By <b>September 2nd 2022</b>	<input type="checkbox"/>
	Request for technical services (mod. B)	ASAP or by <b>September 2nd 2022</b>	<input type="checkbox"/>
	Send insurance request form (mod. D)	By <b>September 23rd 2022</b>	<input type="checkbox"/>
	Compliance declaration of fire safety for stand fitting materials (if not having opted for a shell scheme booth)	By <b>September 19th 2022</b>	<input type="checkbox"/>
	Electrical system project if not having opted for a shell scheme booth (only for electrical systems requiring a mandatory project)	By <b>September 19th 2022</b>	<input type="checkbox"/>
	Compliance declaration for suspended loads (if not having opted for a shell scheme booth)	By <b>October 5th 2022</b>	<input type="checkbox"/>
	Electrical system compliance declaration	Once stand setting up is completed	<input type="checkbox"/>
	Assembly compliance declaration (if not having opted for a shell scheme booth)	Once stand setting up is completed	<input type="checkbox"/>
Form for exhibition space delivery (for all)	Before setting up your stand	<input type="checkbox"/>	
TRAVEL	Book flight, hotel and transfer from and to the Ronchi dei Legionari airport.	ASAP	<input type="checkbox"/>
SETTING UP - FAIR - TAKING DOWN	Setting up your stand	<b>October 19/20/21/22/23/24/25/26-2022</b> from 8.00 to 20.00	<input type="checkbox"/>
	During the TriestEspresso Expo fair (exhibitors can access the stand 1 hour before opening time and exit up to ½ hour after public closing time)	<b>Thu. 27, Fri. 28, Sat. 29 October 2022</b> , from 10.00 to 18.00	<input type="checkbox"/>
	Dismantling your stand	<b>October 30/31 2022 November 1/2/3/4</b> , from 8.00 to 18.00	<input type="checkbox"/>
PROMO	Sponsorship requests	ASAP	<input type="checkbox"/>
	Send form for purchasing a promotional page in the catalogue (mod. F)	By <b>September 9th 2022</b>	<input type="checkbox"/>
	To promote your presence at TriestEspresso, download from <a href="http://www.triestespresso.it/en/press-en/official-banners/">http://www.triestespresso.it/en/press-en/official-banners/</a> come meet us at the fair" for your Internet site	<i>Suggested</i> ASAP	<input type="checkbox"/>
	Send form for purchasing complimentary tickets (mod. E)	By <b>October 14th 2022</b>	<input type="checkbox"/>
	Send press releases for our press office	<i>Suggested</i> ASAP	<input type="checkbox"/>

Application documents and more information available online at: <http://www.triestespresso.it/en/exhibit/order-forms/>  
**NB.** We are aware that some companies offer the insertion of promotional advertisement spaces in the virtual catalogue available on the Internet, prior a yearly payment . We would like to point out that, as Organizers, we have never authorized these companies to use our logo or the logos of our exhibitions.

