

Trade fair checklist

Information on the fair

Ok	To do	Date
<input type="checkbox"/>	Read through the regulations <u>carefully</u>	17.10.2025
<input type="checkbox"/>	Send the <u>signed</u> regulations to Helvartis <u>before</u> booking a table	17.10.2025
<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	16.06.2025 – 03.10.2025	2 to 5
<input type="checkbox"/>	Reservation of hotel rooms by PE	17.10.2025	
<input type="checkbox"/>	Payment of table fees to Helvartis	31.10.2025	

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)	07.11.2025	-
<input type="checkbox"/>	Participation in official trade fair opening according to information from organiser	12.11.2025	-
<input type="checkbox"/>	Follow instructions regarding the use of the exhibition rooms and the furniture provided	12. – 13.11.2025	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. – 13.11.2025	
<input type="checkbox"/>	Dispose of waste in the containers provided	12. – 13.11.2025	

Clearing the table

Ok	To do	Date	Page of the regulation
<input type="checkbox"/>	Participation official farewell according to information by organiser	13.11.2025	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	28.11.2025	3

We wish you a successful trade fair!