

CHECKLIST

Please note that the dates below are absolutely **DEADLINES**.
Do your orders as soon as possible so you get the best service from us.

For more information get in to the website
www.nordbygg.se >Exhibitor Info

DEADLINES

January 25

- Update your company information at the website before January 25 to be sure that your company will be seen in the official catalogue.

February 23

- Order stand equipment and services to get the lowest price.**
30 % more for orders later than February 23
50% more if you order during the official moving-in period or the actual event.
Deadline to order
 - Height exposure
 - Wire
 - Construction against open areas

March 9

- The Web Shop closes**
Deadline for all orders on the net

March 15

- Are you interested to book dinner package for you and your clients during Nordbygg 2012 at Solvalla? (Horse Racetrack)**
Call FM-Reklam to book, phone: +46 (0)16 18 33 77 or +46 (0)31 719 06 40

March 16

- Deadline to order exhibitors cards to you and your stand personnel**

March 19

- Leave your press kits at Press Centre - about 25 press kits**
Send them by post to: Stockholmsmässan Press Centre, SE-125 80 Stockholm, Sweden

Register your co-exhibitors

Co-exhibitors will be marketed same as the main exhibitors. As co-exhibitor can you promote your company at the website and in the official catalogue.

Send an e-mail to jessica.wallstedt@stockholmsmassan.se.

Update your company information at the website

If you miss the login to publishing Tools send e-mail to

jessica.wallstedt@stockholmsmassan.se

Electric Power supply to your stand. The socket are included but you must send us a drawing with the position of the socket no later than **February 23**

Parking Ticket

Buy ticket at Service Centre or in the Information at the entrance hall.

Order invitation cards, www.nordbygg.se / *Exhibitor info / Order here / Tickets/Badges*

Goods Handling, If your goods weigh are more than 1000 kg or is over 4m³ you must order this service 5 working days prior to the required unloading/ loading time.

Website – don't forget to take a check at the website

www.nordbygg.se /Exhibitor Info. We will update the website continually.

Exhibitor's information by e-mail – Check at the website

www.nordbygg.se/ Exhibition Info and se if you have got all of the e-mail we send to you.

