automechanika
SHANGHAI

Co-located zone

29 November - 2 December 2017
National Exhibition and Convention Center (Shanghai)
Shanghai, China

Suggested Exhibitor's Schedule:

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Nov				Dec		
										26	27	28	29	30	1	2
Booth booking and payment																
Apply the show with the full payment (booth and media package) according invoice requires																
Booth allocation																
Services ordering																
Submit the information for media package																
Exhibitor manual ready																
Submit compulsory order form																
- Exhibitor survey						25th										
- Exhibitor badge								20th								
- Fascia board (for standard booth exhibitors only)								20th								
- raw space booth design approval + design layout (for raw space exhibitors only)								10th								
- electricity (for raw space exhibitors only)								20th								
Others: official catalogue, temp staff, furniture, water, compressor, electricity etc (if needed)																
Book hotel and air-ticket with travel agents																
Visa application																
Exhibits transportation (for international exhibitors)								20th								
Exhibits transportation (for China mainland exhibitors)									10th							
Marketing campaign																
Join the advertising & sponsorship programme to maximize your company's exposure at the show																
Announce your participation to the media																
Provide your company information for inclusion in Show Preview (for exhibitor who apply the show in early stage)				26th												
Submit "New Products Form" to provide the product description and photos which will be used for promotional purposes in a range of marketing channels if exhibitors' new products to be launched during show period							15th									
Apply "Product Presentation" - company/ product introduction to show attendees to increase the chance to meet with matched buyers						25th										
Order additional visitor invitation (if needed)						25th										
Confirm "Truck Competence" - commercial vechicle products to be displayed in the booth								20th								
Invite your clients to visit your booth in new venue by sending: visitor invitation, e-invitation, postcard and social media																
Get more updated information from official website and social media platform, such as facebook, weibo, wechat etc.																
Encourage your invited guests to pre-register online / wechat to get badges in a faster way																
Arrange meeting schedule and networking events with your clients																
Prepare your own promotional materials / gifts to give away during the show																
Pre-show, show opening and show closoing																
A pre-show reminder will be sent to you																
MOVE IN																
Raw space exhibitor move-in (Get your badges and welcome kit at registration counter)										11:00 - 18:00	09:00 - 18:00	09:00 - 18:00				
Raw space contractor move-in (Settle raw space deposit & hall management fee and apply contractor badge & car permit)																
Standard booth exhibitor move-in (Get your badges and welcome kit at registration counter)											13:00 - 18:00	09:00 - 18:00				
SHOW OPENS																
Attend various fringe programmes to network and update on market news																
Fill up exhibitor questionnaire to give some comments for the show																
Fill up pre-registration form to reserve space for the show next year																
MOVE OUT																15:30 - 22:00