

CHECKLIST – FORMS AND MANDATORY FEES

The exhibitor will receive, via the operational contact's registered email, the login and password to access all information in the Manual as well as the forms, after signing the contract.

DEADLINE	ACTIVITY
From the 2nd Fortnight of July	Completion of "Request for online Invitation" form
8/7/24	"Definition and hiring of customized assembly."
7/15/24	Completion of the form: "Trademark Disclosure" (Promotion of Third Parties, Holdings, Groups and Associated Companies, Commercial Representatives and Trading Companies)
7/15/24	Presentation of the documentation: "Trademark Disclosure" (Promotion of Third Parties, Holdings, Groups and Associated Companies, Commercial Representatives and Trading Companies)
7/29/24	"Exhibitor Promotion" Press Release Submission.
7/31/24	"Conscious Exhibitor Award"
8/5/24	Completion of "Municipal Charges" form
8/5/24	"Form Completion: Exhibitor's Accreditation of Third-Party Booth Assembly."
8/12/24	"Form Completion: Machinery and/or Equipment."
8/12/24	"Exhibitor Electricity Request."
8/12/24	"Form Completion: Assembly Responsibility Agreement" (Third-Party Assembly).
8/12/24	"Presentation of Booth Design (Third-Party Assembly)."
8/26/24	"Fire Extinguisher Request."
8/26/24	"Hydraulic Point Request."
8/26/24	"Form Completion: Third-Party Security Request."
8/30/24	"Completion of the Form: ABTCP Suppliers & Manufacturers Guide" through the website: www.guiacomprascelulose.org.br/adesao
8/30/24	"Request for Various Demonstrations and/or Shows at the Booth."
9/2/24	"Form Completion: Credentials for Third-Party Booth Assemblers."
9/2/24	"Electric Power Request for Booth Assembly."
9/2/24	"Cleaning Request for Booth Assembly."
9/9/24	"Completion of the Form: Third-Party Cleaning Credential for the Exhibitor."
9/9/24	"Completion of the Form: Third-Party Security Credential for the Exhibitor."
9/9/24	"Delivery of Third-Party Security Documents."
9/9/24	"Form Completion: Exhibitor Credentials and/or Services Request."
9/12/24	"Request for Use of Aerial/Suspended Structures."
9/16/24	"Telecommunications and Internet Services Request."
9/16/24	"Data Collector Request"
9/16/24	"Request for Accredited Security for Booth."
9/16/24	"Form Completion: Exhibitor's Third-Party Security Credential."