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# CHECKLIST

## **Booth Reservation Terms**


- The reservation is valid for 5 working days.
- After confirmation, company details must be provided within 3 working days: (Details include: Company name / LLC or CJSC, Tax code, Legal address, Notification address, Director's name, Bank, Account number).
- The contract must be signed within 5 working days.
- Materials for publication on our social media pages must be provided within 3 working days from the request date (Company logo in vector format).
- 10% advance payment of the contract value must be transferred within 3 working days after signing the contract.
- 40% (second payment stage) will be defined in the contract, depending on the timing of your participation confirmation.
- 50% (final payment stage) will be defined in the contract, depending on the timing of your participation confirmation, but no later than 7 working days prior to the event date.

## **Marketing & Participation Visibility**

- Each participant must make at least 3 collaborative, promoted posts on their official social media pages about their company's participation in e-Logi Fest26.
  - All participants are encouraged to appear at the event with special offers, promotions, or raffles active during those days.
  - Related posts must also be promoted on social media to increase visibility and attract a larger flow of visitors directly to your booth.
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- During the 3 days of the event, it is mandatory to participate with maximum activity: do not leave your booth unattended, ensure it is interactive, hold your scheduled meetings, invite your desired, existing, and potential clients and partners to your booth.
- Engage those team members who are best prepared to work in an exhibition format—those who know your product/service in detail, have strong communication skills, enjoy interacting with people, and can effectively represent your company.


## **Booth Appearance**

- The provision of a non-constructed booth by us means that you are allocated the contracted square meters of exhibition space, within which you are free to carry out your booth construction, in accordance with the given dimensions, safety standards, and construction supervision regulations.
  - The final booth design must be approved by us before you can proceed with construction, in order to avoid any potential layout or safety issues.
  - Four (4) days will be provided prior to the event for booth construction.
  - Design and build a booth that is attractive and engaging, where visitors will want to spend time. Consider offering interactive activities, hospitality, souvenirs, etc.
  - Pay particular attention to your team's appearance—attire, uniforms, branded accessories, and other visual elements.
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## **Booth Construction Regulations**

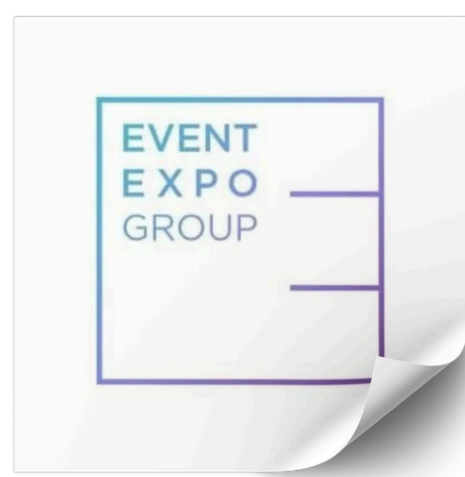
- Please send us the final version of your booth sketch, approved on your side, for our confirmation no later than 1 month prior to the start of construction.
- If you wish to order booth construction from our company, the details and conditions will be discussed and provided on a case-by-case basis with individual terms.

### **Additionally, please note:**

- Distribution of flyers, business cards, promotional activities, gifts for visitors, and dissemination of information materials about your company must be carried out exclusively from your booth, except in cases where similar additional services are pre-booked with us.
  - You are entitled to use the area provided to you under contract as your booth space at your discretion. Any activity conducted outside this area, including placement of additional stands or banners, will require an extra fee.
  - In case you intend to present more than one company/brand within your reserved booth, you must inform us in advance (through your designated contact person from the organizers) and obtain approval. Otherwise, such a booth cannot be authorised.
  - During the official working hours of the exhibition, all booths must be kept presentable, open and closed according to event timings. Continuous presence of your staff at the booth is mandatory.
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**WE'LL BE HAPPY TO WELCOME YOU TO OUR EVENT AND WILL  
SUPPORT YOU WITH ANY QUESTIONS TO MAKE YOUR PARTICIPATION  
AS EFFECTIVE AS POSSIBLE!**

**SINCERLY**



**For any questions please contact us**

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