

CHECKLIST FOR EXHIBITORS

10-12.04.2025, EXPO Kraków

 KRAK DENT®

31. International Dental Trade Fair in Krakow

Print out the checklist and tick off the next completed points, and effective preparation for the fair will be incredibly easy!

1. Application for stand

Choose the type of space: space with a booth (standard stand with octanorm walls) or unbuilt space ("bare floor") - if you have your own stand or a stand company that will build it).

- place your order in the exhibitor panel**
- wait for your order to be accepted for processing
- Pay the pro-forma invoice for the registration fee, which will appear in the exhibitor's panel - the system will send an email notification!**
- add extra furniture or accessories if you need them
- fill an online business card of your company to be visible in the online catalog at krakdent.pl

2. Advertising activities

To make your participation as successful as possible get involved in promoting your brand. See what options we offer:

- announce your participation in the fair in social media, newsletter and news on the website (you can use the KRAK DENT logos we provide on the website)
- use our advertising services, rent a seminary room or Meet-Up Stage for your presentation**
- use free invitations for customers (we send them by email)
- send us photos and a description of your new products or booth attractions you are planning at the fair - we will publish them free of charge on our website

3. Organization before the fair

On March 10, which is one month before the show, we are closing the possibility to edit your order in the exhibitor panel, as our technical department starts planning and building stands. Be sure to check that your order is complete. Ordering equipment on the assembly day will be possible subject to availability and 50% more expensive (electric outlets 100% more expensive).

- pay the pro forma invoice**, which will appear in the exhibitor panel (by January 15) - **you will get an email reminder!**
- make sure your order is complete. You can order in the panel:

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| <ul style="list-style-type: none">• extra furniture,• electric outlets,• graphics for the stand, | <ul style="list-style-type: none">• advertising services,• extra badges. |
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- check if your company's online business card is visible on the website
- fill in the details needed for exhibitors badges (until March 14)
- strengthen your promotional activities - post on social media, send invitations to customers (by email)
- pay the final pro-forma invoice (by April 2), which will appear in the exhibitors panel - you will get an email reminder!**