

PLANNER / 1 OF 2

Before you place the order

Use the current manual for the exact event edition. This is a reusable planning tool, not an event schedule or a recommended lead time.

Event

Edition / year

Public exhibition opening date

Planning owner

- ☐ Confirm this edition and public opening date, not build-up or an earlier conference session.
- ☐ List required services and suppliers. Use a separate record for each service or price phase.
- ☐ Separate early-bird end, standard-rate end, order cutoff and artwork / plan submission.
- ☐ Copy the source date exactly. If time or timezone is absent, record "Unknown" and check it.
- ☐ Record base price, currency, VAT and inclusions. Keep the exact late-fee condition.
- ☐ Resolve contradictory dates with the organiser or contractor before relying on them.
- ☐ Keep written order acceptance and payment evidence. Payment alone does not prove fulfilment.
- ☐ Recheck the original before the milestone. A saved reminder does not prove it is still current.

Services to consider

Power / lighting · graphics · furniture · flooring · internet · water / waste · catering · AV · logistics
· other stand-specific requirements. This is not an exhaustive manual.

Why separate milestones? [Cytokines: price phases and nameboard condition, p9](#); [ESCRS: late prices and closure, p10](#).

Why record conditions? [JTrade: availability, p13](#). Research examples, not dates to reuse.

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One service. One evidence trail.

Duplicate or print this page for each service or distinct price phase. Leave unconfirmed values as "Unknown"; do not enter zero for an unspecified fee.

Event / edition

Owner / supplier contact reference

Service and exact specification

Contractor

Milestone type (price / order / submission)

Published date

Clock cutoff / Unknown

Timezone / Unknown

Base price and currency / Unknown

VAT basis / Unknown

Inclusions and exact fee condition / availability restrictions

Original source URL

PDF page / HTML section or row

Last checked date / version

Conflicts, supplier clarification and acceptance reference

☐ Written order acceptance saved

☐ Payment evidence saved (where applicable)

Keep the original and clarification with your order. The organiser / appointed supplier remains the authority. Rationale: report methods and [JTrade availability wording, p13](#).