

To-do list for exhibitors 2025

Below you can find the deadlines for sending the materials and documentation:

- July 25th, 2025**
- › request for graphic customization of the stands and/or marketing opportunities.
The application must be sent to commerciale@immaginazione.net
<https://www.immaginazione.net/> while graphic files must be sent to the same address no later than **August 4th, 2025**
- August 4th, 2025**
- › sending the logo in vector format (this procedure is mandatory even if the logo has been sent on the occasion of a previous edition)
 - › definition of additional furnishings for the stand (furnishing element rental, plant rental, audio and, video equipment rental) and delivery
- September 5th, 2025**
- › sending the contract
 - › payment and sending the receipt of payment
- From September 1st to September 17th, 2025**
- › all the staff who will be present at the congress venue must register on the website www.legiornatedellapolizialocale.it at the end of the procedure, the entrance ticket will be released
- September 16th, 2025**
- › sending materials useful for the exhibition, please remember the methods specified below:
 - › receiving the goods: exhibitors' and/or stand builders' material will have to arrive between September 16th and 17th, 2025 from 08.30 a.m. to 12.30 p.m.
 - › in case of anticipated arrivals of the goods, New Palariccione Ltd reserves the right to reject them, notwithstanding to any exceptions that must be agreed in advance between the parties, together with the related possible economic conditions
 - › in the documents accompanying the goods, the sender will have to indicate clearly:
SENDER The company name
RECEIVER
For the attention of Sabrina Pedini
The event's name followed by the stand location
c/o Palazzo dei Congressi of Riccione – Entrance in via Catullo 5, 47838 Riccione (RN)
Goods must travel with the free port. Any shipments in the port assigned will be rejected.
- September 20th, 2025**
- › At the end of the event, for eventual material that must be withdrawn by the couriers, it is necessary to prepare the packages at the exhibitors' stand. The sealed packages have to state clearly the sender's and recipient's address. The amount and the weight of the packages must be communicated by 6.00 p.m. on the 20th of September to the personnel at the 1st floor of the Palariccione. The collection of the material must take place by your courier on Monday 22nd September 2025 between 08:30 a.m. and 12.30 p.m. If the withdrawal will be afterward to the established date, the costs of storage and portorage and any use of the electric pallet truck will be charged.

It is necessary to proceed with the hotel reservation in advance. We remember the availability of the booking service provided by Promhotels (<https://convegnopolizialocale.emiliaromagnawelcome.com>)