

Identification and booking management of a free of charge venue

- Contractor's network partner and EU-OSHA's national partner should find a highly frequented public area or venue (e.g. a shopping mall) for between 3 to 5 consecutive days, free of charge;
- The venue should provide at least an electricity connection and the possibility of storing materials and equipment overnight; at least a table and at least 2 chairs.
- The Info Point should be set up with the corresponding branding (i.e. EU-OSHAs' official Campaign exhibition kit, OiRA banner stand, if available);
- Note: for the renting of spaces at specific Fairs, the Contractor's network partner will handle the payment based on real costs.

Laptop and screen

Renting a laptop and screen

- Contractor network partner to rent a suitable laptop with Internet connection and a connection to a bigger screen.

Tablets

Renting of 1 tablet

- Contractor network partner to rent 1 tablet with Internet connection.

Shipping of materials/displays

Arranging of shipment

- EU-OSHA's national partner to provide information material (e.g. campaign guide, posters, flyers), as well as promotional materials (e.g. pens), displays (e.g. roll-up banners, exhibition kits) and if available/applicable Napo costume;
- EU-OSHA's national partners provide the materials that they will have previously ordered to EU-OSHA headquarters.
- Contractor network partner to arrange shipment of displays, information, and promotional materials to the venue of the Info Point (distances can vary).