



Event Organiser:



IMPORTANT DEADLINES CHECKLIST

All information related to the deadline's checklist is in your online exhibitor manual.

Complete this form ASAP - The information you provide will replicate on the Website Exhibitor List and the ConnectMe Event App, both are an important promotional opportunity. * Custom Stand Details Space Only stand designs/plans must be submitted to this form for approval. * Health, Safety and Security Declaration Forward this form to ANY supplier/contractors you are using for their completion. * Friday October 10 * Exhibitor Liability Insurance Upload or Purchase your Public Liability Insurance here. * Friday October 10 * Onsite Contact Details Complete this form for the person responsible for your stand during Move In & Move Out 10 * Badge Details Register ALL staff requiring any onsite access during the event by completing the registration form located in your welcome email. Any staff who are not pre-registered will not be permitted entry into the venue. * FREEMAN - Show Contractor * Graphics - Submit your graphics for your stand via your Freeman Online Portal. 10 * Turnkey - Confirm Requirements: View stand package inclusions, confirm your stand requirements as graphics via the Freeman portal (link & login details will be sent to the main logistics contact for your company) * Furniture / Lighting / Plumbing / Cleaning * Order via the Freeman portal (link & login details will be sent to the main logistics contact for your company) * Stand Materials Discount Deadline - Monday 20th October Transport, Shipping & Material handling - Visit your Freeman Portal for more information (link & Friday October 17 * Stand Materials Discount Deadline - Monday 20th October Transport, Shipping & Material handling - Visit your Freeman Portal for more information (link & Suggest) * Space Only Power: Order power for your stand - INSPIRE will be the sole power provider. Contact Roun Tamaki your stand - INSPIRE will be the sole power provider. Contract Inclusions - Outlined in your Welcome email from inha. werr operations@informa.com Friday October 10	INFORMA ORGANIZER –Compulsory forms	DEADLINE	DONE
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