

## IMPORTANT DEADLINES CHECKLIST

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

INFORMA ORGANIZER –Compulsory forms		DEADLINE	DONE
<b>Website &amp; Event App (Connect Me) Listing</b> Complete this <a href="#">form</a> ASAP - The information you provide will replicate on the Website Exhibitor List and the ConnectMe Event App, both are an important promotional opportunity.		<b>COMPLETE ASAP</b> Friday October 10	
*	<b>Custom Stand Details</b> Space Only stand designs/plans must be submitted to this <a href="#">form</a> for approval.	Friday October 3	
<b>Health, Safety and Security Declaration</b> Forward this <a href="#">form</a> to ANY supplier/contractors you are using for their completion.		Friday October 10	
<b>Exhibitor Liability Insurance</b> Upload or Purchase your Public Liability Insurance <a href="#">here</a> .		Friday October 10	
<b>Onsite Contact Details</b> Complete this <a href="#">form</a> for the person responsible for your stand during Move In & Move Out		Friday October 10	
<b>Badge Details</b> 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.		Friday October 10	
<b>FREEMAN – Show Contractor</b>			
<b>Graphics</b> – Submit your graphics for your stand via your <a href="#">Freeman Online Portal</a> . <i>*Compulsory for all Turnkey stands.</i>		Friday October 10	
<b>Turnkey - Confirm Requirements:</b> View stand package inclusions, confirm your stand requirements & graphics via the <i>Freeman portal</i> (link & login details will be sent to the main logistics contact for your company)		Friday October 10	
<b>Furniture / Lighting / Plumbing / Cleaning</b> Order via the Freeman portal (link & login details will be sent to the main logistics contact for your company)  <i>*Stand Materials Discount Deadline – Monday 20th October</i>		Friday October 31	
<b>Transport, Shipping &amp; Material handling</b> – Visit your Freeman Portal for more information (link & login details will be sent to the main logistics contact for your company).		Friday October 17	
<b>VENUE</b>			
<b>The Broadmoor Planning Tool</b> - <a href="#">Click here</a>		Friday October 10	
<b>Accommodation</b> - Special room rates have been negotiated at the Broadmoor for attendees of the IHHA + WCRR 2025. <a href="#">WCRR/IHHA Colorado 2025 - Start your reservation</a>		<b>SUGGEST ASAP</b>	
*	<b>Space Only Power:</b> Order power for your stand – <b>INSPIRE</b> will be the sole power provider. Contact Roun Tamaki <a href="mailto:roun.tamaki@inspiresolutions.com">roun.tamaki@inspiresolutions.com</a> for more information.	Friday October 10	
<b>OTHER</b>			
<b>Contract Inclusions</b> – Outlined in your Welcome email from <a href="mailto:ihha.wcrr.operations@informa.com">ihha.wcrr.operations@informa.com</a>		Friday October 10	