

IMPORTANT DEADLINES CHECKLIST

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

INFORMA ORGANIZER –Compulsory forms		DEADLINE	DONE
Website & Event App (Connect Me) Listing 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.		COMPLETE ASAP Friday October 10	
*	Custom Stand Details Space Only stand designs/plans must be submitted to this form for approval.	Friday October 3	
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		Friday October 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.		Friday October 10	
FREEMAN – Show Contractor			
Graphics – Submit your graphics for your stand via your Freeman Online Portal . <i>*Compulsory for all Turnkey stands.</i>		Friday October 10	
Turnkey - Confirm Requirements: 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	
Furniture / Lighting / Plumbing / Cleaning 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	
Transport, Shipping & Material handling – Visit your Freeman Portal for more information (link & login details will be sent to the main logistics contact for your company).		Friday October 17	
VENUE			
The Broadmoor Planning Tool - Click here		Friday October 10	
Accommodation - Special room rates have been negotiated at the Broadmoor for attendees of the IHHA + WCRR 2025. WCRR/IHHA Colorado 2025 - Start your reservation		SUGGEST ASAP	
*	Space Only Power: Order power for your stand – The Broadmoor will be the sole power provider. Contact Abby Blair abblair@broadmoor.com for more information.	Friday October 10	
OTHER			
Contract Inclusions – Outlined in your Welcome email from ihha.wcrr.operations@informa.com		Friday October 10	