

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadline	Item	Completed	
As soon as possible	<p>IMPORTANT Health and Safety Information to be sent out TO ALL booth staff and stand contractors</p> <ol style="list-style-type: none"> 1. Health & Safety, Fire Safety, Welfare & Emergency Procedures 2. Induction Video <p>On behalf of exhibiting company sign and return the following forms to Jane Morrison</p> <p>All Exhibitors – TO ACCESS EXHIBIT HALL No Significant Risk Declaration Form (NSRDF) Exhibitors Site Induction Form</p> <p>Exhibitors employing contractors to builds stands or deliver material to stands – TO ACCESS EXHIBIT HALL Contractors Site Induction</p> <p>Exhibitors displaying Lasers Laser Safety Form</p>		
	Hotel Accommodation		
	Booth Activity Request		
	Company Listing		
	Co-Exhibitor Contract		
	Booth Personnel Badge registration – Coming soon		
	27 September 2024 Exhibitor access upon receipt of log in details from Full Circle	Information on Audio Visual Audio Visual - order portal	
		Electrical	
		Furniture	
Information on Graphics Graphics & Enhancement Packages – order portal Information on Rigging			
Nameboard – All Exhibitors			
Shell Scheme Accessories			
30 September 2024	Coffee Machine		
	Stand Cleaning		
21 October 2024	Submit Certificate of Insurance Insurance Provider – BUNDA, Baltic Underwriting Agency, AB E-mail: andrius@bunda.eu and/or zaneta@bunda.eu		
	Information on Shipping & Material Handling Freight Order Form		
24 October 2024	Catering		
	Internet		