

EXHIBITORS' ACTION CHECK LIST

Here is a brief check list of all the deadlines for both the FPS and their approved contractors.

Please make sure you also read this manual in full as there maybe items not included in this list.

The FPS will send one email reminder with regard to their deadlines, not those of any of the approved contractors.

Please note that it is the exhibitors' responsibility to ensure that all orders etc are received by the deadline stipulated in this manual.

ACTION	DEADLINE
Book Accommodation	ASAP
Book table at FPS 2010 Awards Dinner	ASAP
FPS Data Order Form 2010	ASAP
Kudos Stand Catering Form	ASAP
Harrogate Council Plants & Floral Order Form	ASAP
Entry for the FPS EXPO 2010 Official Guide	5 February 2010
Request for sub-licence or transfer of a stand	19 February 2010
FPS Press Questionnaire	26 February 2010
Sub Contractors Notification	5 March 2010
Delegate Bag Inserts (2000 off)	5 March 2010
Avondale Exhibitions Shell Scheme Extras Order Form	19 March 2010
Plans for self build stands must be submitted by	22 March 2010
JNM Trilite Order Form	26 March 2010
YES Lifting, Storage & Forwarding Order Form	26 March 2010
JNM Electrical & AV Order Form	26 March 2010
Vehicle Cold Wash Booking Form	26 March 2010
Exhibitor Pass Requestcomplete online by	29 March 2010
Barcode Scanner Ordercomplete online by	29 March 2010
Furniture Order Form	29 March 2010
HIC IT Services Order Form	31 March 2010
Deadline for submission of stand plans from sub-contractors	1 April 2010
Public Liability Form	1 April 2010
FPS Golf Day Booking Form	7 April 2010
Book Paul Watkins Photographer call 01952 252370	19 April 2010
Deliver your 15 Press Packs to the Press Office by 10.00 am	21 April 2010