

# EXHIBITORS' ACTION CHECK LIST 2012

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 deadline.

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

Please note that the 2012 Easter holiday is Friday 6 to Monday 9 April 2012.

<b>ACTION</b>	<b>DEADLINE</b>
Book Accommodation - CEM	ASAP
Plants & Floral Order Form . Harrogate Council	ASAP
Deadline for your free entry in the Official Show Guide	31 January 2012
Request to Share, Sub-licence or Transfer of a stand	1 February 2012
Press Questionnaire . FPS (located in the Marketing & Publicity Manual)	29 February 2012
Delegate Bag Inserts . FPS (Quantity required 1500)	1 March 2012
Trilite Order Form . Pickard Event Services	14 March 2012
Electrical Order Form . Pickard Event Services	14 March 2012
AV Order Form . Pickard Event Services	14 March 2012
Shell Scheme Extras Order Form . Avondale Exhibitions	16 March 2012
Sub Contractors Notification - FPS	16 March 2012
Carpet & Shell Scheme colour change request by	16 March 2012
Vehicle Cold Wash Booking Form - FPS	23 March 2012
Email Press Pack & photos for onsite Press Office	26 March 2012
Deadline for submission of stand plans from sub-contractors	26 March 2012
Forklift Order Form . DHL Trade Fairs & Events	30 March 2012
Stand Catering Form - Kudos	30 March 2012
IT Services Order Form . Harrogate International Centre	30 March 2012
Public Liability Form . FPS	2 April 2012
Request to opt out of promotional photography	2 April 2012
Barcode Scanner Order Form . Show Data Limited	2 April 2012
Exhibitor Badge Request completed online by	5 April 2012
Furniture Order Form . JMT Indisplay Limited	6 April 2012
Waste & Water Connections . Jonathan Moverley	10 April 2012
Book Photographer - Paul Watkins 01952 252370	13 April 2012