**DEADLINES OVERVIEW**

1. **24 September 2021**
   - **/** Health and Safety Declaration form
   - ** Health and Safety Declaration form
   - Stand plans submission
   - Risk assessment + method statement

   Structural calculations for stand over 4 meters high, double deckers

2. **7 October 2021**
   - GES services - Early Bird deadline for orders
   - Fascia board for full package stands - deadline for name submission

   Carpet
   Electricity
   Fascia boards for full package stands (3 November)
   Furniture

3. **11 October 2021**
   - Extra build-up day application deadline

4. **14 October 2021**
   - Bella Center services - deadline for early bird rates

   AV
   Cleaning
   Internet and IT
   Rigging
   Security
   Waste

   Note that after 15 October 2021 25% surcharge will be applied!
   After 12 November, 100% surcharge will be applied!

5. **TBC**
   - **/** Exhibitor profile entry deadline

6. **28 October 2021**
   - GES services - deadline for graphics order

7. **5 November 2021**
   - CEVA services - deadline for early birds - shipment and storage

8. **5 November 2021**
   - Stand contractor staff registration

**What is compulsory?**

* forms compulsory for full package (shell scheme) stands
** forms compulsory for basic package (space only) stands