

# DEADLINES for stand contractors



1

## 19 January 2024

Stand plans submission online form - **compulsory, to be filled in by the stand contractor**

**Stand plans submission documents** – stand plans, with dimensions, elevations, and visuals; Risk Assessment; Method Statement and Structural Calculations if applicable

For more details, please refer to Compulsory tasks section of the manual. All documents should be sent by email to [operations@windeurope.events](mailto:operations@windeurope.events)

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2

## 14 February 2024

BEC services order deadline

After this date surcharge will be applied, and services depend on availability

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3

## 29 February 2024

Registration of the stand contractors' teams for the build up / break down

Access to the registration will be sent to stand contractors only once all stand plans documents and online form is submitted.

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4

## 01 March 2024

CEVA services orders deadline – freight/storage/forklifts

After this date surcharge will be applied.

# DEADLINES

1

## 19 January 2024

Health and safety Declaration online form – **compulsory for all exhibitors**  
Stand plans submission online form / Risk Assessment / Method statement  
For more details, please refer to Compulsory tasks section of the manual.

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2

## 31 January 2024

Exhibitor profile entry deadline – **compulsory for all exhibitors**  
After this date changes will appear only in the online profile. See Exhibitor Zone dashboard to access the form

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3

## 14 February 2024

BEC services order deadline  
After this date surcharge will be applied, and services depend on availability

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4

## 29 February 2024

Stand activities notification online form submission deadline **compulsory for all exhibitors**  
See Exhibitor Zone dashboard to access the form

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5

## 01 March 2024

CEVA services orders deadline – freight/storage/forklifts  
After this date surcharge will be applied.