

# COMPULSORY TASKS WITH DEADLINES



1

## 14 February 2025

### Exhibitor profile entry deadline – **compulsory**

Access the form from the dashboard of the Exhibitor Zone.

Company name indicated as marketing name in the Exhibitor Profile form (access from the Exhibitor Zone dashboard) will be used on fascia board of the stand and in all printed materials.

2

## 21 February 2025

### Health and safety Declaration online form – **compulsory for the exhibitor**

Access the form from the dashboard of the Exhibitor Zone.

3

## 7 March 2025

### Stand activities notification online form submission deadline - **compulsory**

See Exhibitor Zone dashboard to access the form

4

## 17 March 2025

### Registration deadline to purchase additional passes and pay by bank transfer / invoice.

After this date only payment by credit card will be allowed.

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## 28 March 2025

### Advised date by when to allocate names to your free staff passes - **recommended**

Please note that free passes do have to be assigned to the person and there will be no desk onsite to make this arrangement. Access to your registration account will be possible from the Exhibitor Zone dashboard, as from the beginning of January 2025

## Tasks compulsory for your stand builder:

- **21 February 2025**
- Stand plans submission online form – **compulsory for the stand contractor.**  
See Exhibitor Zone dashboard to access the form
- Stand plans submission documents – stand plans, with dimensions, elevations, and visuals; Risk Assessment; Method Statement and Structural Calculations if applicable  
All documents should be sent by email to [operations@windeurope.events](mailto:operations@windeurope.events)
- **27 February 2025**
- Bella Center services – such as i.e. electricity - order deadline
- **New! Deadline for ordering compulsory waste handling service.**
- After this date surcharge will be applied, and services depend on availability.
- **13 March 2025**
- Registration of the stand contractors' teams for the build up / break down – **compulsory for the stand contractor.**
- Access to the registration will be sent to stand contractors only once all stand plans documents and online form is submitted.
- **20 March 2025**
- CEVA services orders deadline – freight/storage/forklifts  
After this date surcharge will be applied.