

# Key deadlines for exhibitors



## Compulsory for all exhibitors

Deadline to enter your free company profile for the event publications (exhibition catalogue and exhibitor online list)

## Compulsory for all exhibitors

Health & Safety Declaration

## Compulsory for basic package stands

Stand plans,  
Risk Assessment  
Structural calculations for stand over 4 meters high, double deckers

Electricity  
Furniture  
Carpet

AV\*  
Cleaning\*  
Hostesses\*  
Internet and IT\*  
Rigging\*  
Security\*  
Water\*  
Waste\*

## Compulsory for full package stands:

Name board

Freight/ Lifting / Storage



[Click here for checklist](#)

**23 November 2017** – RAI web shop closing

– no more access to online platform for services provided by the venue – see all marked with \*  
**Deadlines above indicate early bird deadlines for orders – order early and save money!**