

# Key deadlines for exhibitors

12 February

**Compulsory for all exhibitors**

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

15 February

**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

1 March

**Services that need access to ducts/rigging points:**

Electricity  
Internet  
Rigging  
Water

14 March

AV  
Carpet  
Cleaning  
Furniture  
Graphics  
Hostesses  
Security  
Waste

**22 March 2019**

Freight/ Lifting / Storage

**31 March 2019 – BEC web shop closing**

Orders after indicated deadlines depend on availability of items and feasibility for some services (i.e. rigging). Orders after deadline will have 30% surcharge added to the regular rates.