



Exhibitor Contacts & Deadlines

ITEM FOR COMPLETION	DUE DATE	LINK OR EMAIL	CONTACT INFORMATION
Book Your Hotel Rooms	ASAP	Hotel Accommodation	Bremen Online Hotel Booking Service
Register Your Exhibition Staff – including all temporary staff	ASAP	Registration	Breakbulk Support Team Breakbulksupport@breakbulk.com
Submit Company Profile for Event Guide	21 st March 2019		Dee Cariglino Breakbulk Events & Media dcariglino@breakbulk.com T: +1 251 459 0246 (CST)
Catering Order	ASAP	www.geschmackslabor.com	Felix Wiegandt Geschmackslabor Messe and Event Catering +49 421 35 05 788 E: wiegandt@geschmackslabor.com
Fascia (Nameboard text)	15 th April 2019	Gielissen Online Ordering	Gielissen Exhibitor Services E: breakbulk@gielissen.nl T: +31 20 581 1411
The following forms are REQUIRED to be submitted for all space only exhibitors			
Exhibitor Appointed Contractor (EAC) Form	1 st April 2019	EAC Form	Lynn Hanstock Essential Events E: lhanstock@essentialevents.co.uk T: +44 (0) 1926 470 100
Stand Rendering Risk Assessment Method Statement	1 st April 2019	Rendering Requirements Risk Assessment Template Method Statement Template	
Carpet (REQUIRED for all space only exhibitors) Electrical (REQUIRED for all) Piped Services (Air and Water) Floral Stand Graphics Furniture Internet Man Power (Labour) Rigging/Hanging Signs Booth Cleaning and Waste Disposal	20 th March 2019	Gielissen Online Ordering	Gielissen Exhibitor Services E: breakbulk@gielissen.nl T: +31 20 581 1411
Official Freight Forwarder			
Fork Lift Services Shipping Services Freight Forwarding	ASAP	Logistics Online Portal	Nuriye Zafer Agility E: nzafer@agility.com T: +44 207 069 5312