

Exhibitor Contacts & Deadlines

ITEM FOR COMPLETION	DUE DATE	LINK OR EMAIL	CONTACT INFORMATION
The following forms are REQUIRED to be submitted for shell scheme and space only exhibitors			
Exhibitor Appointed Contractor (EAC) Form	Wednesday 1 st April 2020	EAC Form	Lynn Hanstock Essential Events E: lhastock@essentialevents.co.uk T: +44 (0) 1926 470 100
Stand Rendering Risk Assessment Method Statement	Wednesday 1 st April 2020	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	Monday 6 th April 2020 – Deadline for Early Bird Prices Tuesday 7 th April 2020 – Friday 8 th May – Regular Prices Saturday 9 th – Wednesday 20 th May 2020 – 40% Surcharge After 20 th May 2020 – Ordering Onsite	https://gees.gielissen.com/en/login	Gielissen Exhibitor Services E: breakbulk@gielissen.nl T: +31 20 581 1411
Fascia (Nameboard text)	Friday 24 th April 2020	https://gees.gielissen.com/en/login	Gielissen Exhibitor Services E: breakbulk@gielissen.nl T: +31 20 581 1411
Other Exhibitor Services			
Catering Order	14 Days Before the Event – Tuesday 12 th May 2020	https://shop.geschmackslabor.com/en/	Felix Wiegandt Geschmackslabor Messe and Catering E: wiegandt@geschmackslabor.com T: +49 421 35 05 788
Protempo (Temp Staffing company)	Saturday 11 th April 2020	Breakbulk Europe Website – General Information http://europe.breakbulk.com/page/exhibit-or-manual	Karen Landwehr Protempo E: info@protempo.de T: 04221/43313
Fork Lift Services Shipping Services Freight Forwarding	No Deadline	Nuriye Zafer Agility E: nzafer@agility.com T: +44 207 069 5312	