

## 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	Saturday 1 <sup>st</sup> August 2020	<a href="#">EAC Form</a>	Lynn Hanstock Essential Events E: <a href="mailto:lhastock@essentialevents.co.uk">lhastock@essentialevents.co.uk</a> T: +44 (0) 1926 470 100
Stand Rendering Risk Assessment Method Statement	Saturday 1 <sup>st</sup> August 2020	<a href="#">Rendering Requirements</a> <a href="#">Risk Assessment Template</a> <a href="#">Method Statement Template</a>	
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	Friday 10 <sup>th</sup> July 2020 – Deadline for Early Bird Prices  Saturday 11 <sup>th</sup> July 2020 – Friday 7 <sup>th</sup> August – Regular Prices  Orders made between 8th – 26th August 2020 are subject to reservation and must be checked for feasibility and will incur a 40% surcharge on the regular price will applicable  Orders between the Thursday 27th August – Wednesday 23rd September are not possible and cannot be executed.	<a href="https://gees.gielissen.com/en/login">https://gees.gielissen.com/en/login</a>	Gielissen Exhibitor Services E: <a href="mailto:breakbulk@gielissen.nl">breakbulk@gielissen.nl</a> T: +31 20 581 1411
Fascia (Nameboard text) Graphics	Friday 28 <sup>th</sup> August 2020	<a href="https://gees.gielissen.com/en/login">https://gees.gielissen.com/en/login</a>	Gielissen Exhibitor Services E: <a href="mailto:breakbulk@gielissen.nl">breakbulk@gielissen.nl</a> T: +31 20 581 1411
Other Exhibitor Services			
Audio Visual	Monday 7 <sup>th</sup> September 2020  Order this date surcharges of 25%. On-site orders will be surcharged with 45%.	<a href="http://europe.breakbulk.com/page/exhibitor-manual">http://europe.breakbulk.com/page/exhibitor-manual</a>	Nele Degeest ASP Group E: <a href="mailto:nele.dg@aspgroup.be">nele.dg@aspgroup.be</a> T: +32 3 353 1919 M: +32 486 04 7962
Catering Order	14 Days Before the Event – Friday 11 <sup>th</sup> September 2020	<a href="https://shop.geschmackslabor.com/en/">https://shop.geschmackslabor.com/en/</a>	Felix Wiegandt Geschmackslabor Messe and Catering E: <a href="mailto:wiegandt@geschmackslabor.com">wiegandt@geschmackslabor.com</a> T: +49 421 35 05 788
Protempo (Temp Staffing company)	Friday 14 <sup>th</sup> August 2020  Order this date surcharges of 25%	Breakbulk Europe Website – General Information <a href="http://europe.breakbulk.com/page/exhibitor-manual">http://europe.breakbulk.com/page/exhibitor-manual</a>	Karen Landwehr Protempo E: <a href="mailto:info@protempo.de">info@protempo.de</a> T: 04221 43313
Fork Lift Services Shipping Services Freight Forwarding	No Deadline	Nuriye Zafer Agility E: <a href="mailto:nzafer@agility.com">nzafer@agility.com</a> T: +44 207 069 5312	