|  |  |  |  |
| --- | --- | --- | --- |
| Piped Services (water, air, etc.) | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Rigging Services | GES | TBC |  |
| Risk Assessment | Essential Events | Monday 25th March |  |
| Security Services | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Shell Scheme Nameboard Form | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Shell Scheme Extras Order | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Space Only Stand Plan Submission | Essential Events | Monday 25th March |  |
| Stand Party Application | CWIEME Berlin | Friday 19th April |  |
| Working Exhibits Form | CWIEME Berlin | Friday 19th April |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Supplier / Submit to** | **Deadline Date** | **Completed** |
| Accommodation Booking | Event Express | ASAP |  |
| Audio Visual Order | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Car Parking | Messe Berlin | Released in April |  |
| Catering Order | Messe Berlin | Thursday 11th April |  |
| Cleaning Services | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Electrics Order | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Exhibitor Badges | Connect Platform | ASAP |  |
| Floor Covering | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Furniture Order | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Freight & Logistics Services | GES Logistics | Friday 19th April  Contact for information – dependent on service |  |
| Graphics Order | GES | TBC |  |
| Internet Order | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Lead Retrieval | Visit by GES | ASAP |  |
| Method Statement | Essential Events | Monday 25th March |  |
| Piped Services (water, air, etc.) | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Rigging Services | GES | TBC |  |
| Risk Assessment | Essential Events | Monday 25th March |  |
| Security Services | GES | Friday 15th March (early bird)  Friday 19th April (deadline) |  |
| Space Only Stand Plan Submission | Essential Events | Monday 25th March |  |
| Stand Party Application | CWIEME Berlin | Friday 19th April |  |
| Waste Order | GES / Messe | TBC |  |
| Working Exhibits Form | CWIEME Berlin | Friday 19th April |  |

Please note, this is not an exhaustive list – each exhibitor is different so there may be parts here that aren’t relevant OR areas in addition to the checklist you will want to fulfil. If you have any questions or need additional guidance, please contact [help@cwiemeevents.com](mailto:help@cwiemeevents.com)

We have put together an A-Z checklist to help you plan for your booth space at CWIEME Berlin.

Space Only Check List

Halls 1.2 – 6.2

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supply chain

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