

## DEADLINES

Exhibitors are required to return all forms indicated 'compulsory' to the addressee by the date indicated. All other services are optional and orders may be placed, as required.

### FORMS RETURNED TO SHOW MANAGEMENT:

Subject	Compulsory	Deadline
<a href="#">Exhibitor Profile</a>	Yes	TBC – A reminder will be sent
<a href="#">Booth Design</a>	Yes	30 July 2021
<a href="#">Audience Participation Safety Form</a>	Yes	30 July 2021
<a href="#">Registration of Exhibitor Staff Badges</a>	Yes	23 September 2021

### FORMS RETURNED TO OFFICIAL CONTRACTORS:

Subject	Compulsory	Deadline
<a href="#">Space Only Contractor Form and Insurance</a>	Yes (space only exhibitors)	30 July 2021
<a href="#">Shell Scheme Fascia Nameboard</a>	Yes (shell scheme exhibitors)	30 July 2021
<a href="#">AV/ Computer Rental</a>	Optional	13 August 2021
<a href="#">Carpet*</a>	Optional	13 August 2021
<a href="#">Stand Catering</a>	Optional	13 August 2021
<a href="#">Compressed Air, Water &amp; Drainage</a>	Optional	13 August 2021
<a href="#">Electricity &amp; Lighting</a>	Optional	13 August 2021
<a href="#">Floral/Plants</a>	Optional	13 August 2021
<a href="#">Food &amp; Beverage Sampling/Cooking**</a>	Yes, if any form of sampling on stand	13 August 2021
<a href="#">Freight, Lifting &amp; Shipping</a>	Optional	13 August 2021
<a href="#">Furniture</a>	Optional	13 August 2021
<a href="#">Graphics/Printing</a>	Optional	13 August 2021
<a href="#">Hostess Staff/Interpreters</a>	Optional	13 August 2021
<a href="#">Internet</a>	Optional	13 August 2021
<a href="#">Lead Retrieval</a>	Optional	13 August 2021
<a href="#">Rigging</a>	Optional	13 August 2021

\* Please write to [OperationsEMEA@IAAPA.org](mailto:OperationsEMEA@IAAPA.org) to obtain the latest information and forms.

\*\* Carpet is included in shell scheme stands. Carpet/floor covering is compulsory for all stands – it must cover the full area of the stand and be fixed in an appropriate and safe manner.

**NOTE:** Any exhibitors confirming their participation in the event after the expiry of the deadlines shown must treat these dates as 'IMMEDIATE'.