



## Exhibitor Deadlines & Checklist

To avoid missing important deadlines or incurring late order surcharges, please complete all forms relevant to your organisation before the deadline dates shown below. It is advisable to keep a copy of all completed forms to bring with you to site.

To Do	Contacts Directory	Deadline
Book Accommodation	Glasgow Convention Bureau <a href="mailto:accommodation@glasgowcitymarketingbureau.com">accommodation@glasgowcitymarketingbureau.com</a> T: 0141 566 0821/0820	Immediately
Arrange Insurance Cover		Immediately
Order Stand Catering	Fiona McGibben E: <a href="mailto:fiona.mcgibbon@sec.co.uk">fiona.mcgibbon@sec.co.uk</a> T: (0)141 576 3140	Immediately
Order Furniture Requirements	Michelle Kaye E: <a href="mailto:mkaye@jmt.co.uk">mkaye@jmt.co.uk</a> T: (0)1923 851580	Immediately
Order Floral Requirements	Elaine Minto E: <a href="mailto:elaine@blooms.co.uk">elaine@blooms.co.uk</a> T: (0)141 404 0147	Immediately
Contractor Information	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	13 December 2019
Submit Stand Plans for Approval	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	24 January 2020
Complete RAMS	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	24 January 2020
Complete Health & Safety Declaration	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	24 January 2020
Order Stand Electrics	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	7 February 2020
Order Cleaning Requirements	SEC Technical Services E: <a href="mailto:technical.services@sec.co.uk">technical.services@sec.co.uk</a>	28 February 2020
Shell Scheme Nameboard	E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a> T: 0208874787	14 February 2020
Order Rigging Requirements	SEC Technical Services E: <a href="mailto:technical.services@sec.co.uk">technical.services@sec.co.uk</a>	28 February 2020
Order Water & Waste	SEC Technical Services E: <a href="mailto:technical.services@sec.co.uk">technical.services@sec.co.uk</a>	28 February 2020
Order IT	SEC Technical Services E: <a href="mailto:technical.services@sec.co.uk">technical.services@sec.co.uk</a>	28 February 2020
Book Storage	Amy Johnston E: <a href="mailto:amy.johnston@diabetes.org.uk">amy.johnston@diabetes.org.uk</a>	28 February 2020
Freight Handling/Forklift Services	ILS Ltd Michal Blok E: <a href="mailto:michal@i-l-s.co.uk">michal@i-l-s.co.uk</a>	28 February 2020
Complete Site Induction Declaration	Dee Howes E: <a href="mailto:events@exhibitionservices.com">events@exhibitionservices.com</a>	28 February 2020
Contractor Wristbands		Available on site