

## CONTRACTOR / SERVICE FORMS CHECKLIST

	<i>Deadline Date</i>	<i>Completed ✓</i>
Audio Equipment Hire (RTSS)	1 October	<input type="checkbox"/>
Electrics (Bill Moule & Sons)	11 September	<input type="checkbox"/>
Freight Forwarders/Storage (Expofreight)	14 September	<input type="checkbox"/>
Furniture Brochure - Online (Melville Exhibition Services)	14 September	<input type="checkbox"/>
Hotel Accommodation (Jigsaw)	Immediately	<input type="checkbox"/>
Insurance (Hiscox Event Insurance)	25 September	<input type="checkbox"/>
Rigging (ExCeL Event Services)	18 September	<input type="checkbox"/>
Shell Scheme Extras (Melville Exhibition Services)	17 September	<input type="checkbox"/>
Shell Scheme Name Board (Melville Exhibition Services)	17 September	<input type="checkbox"/>
Stand Catering (Creative Events)	72 hours prior to delivery	<input type="checkbox"/>
Telephones (ExCeL InTouch)	18 September	<input type="checkbox"/>
Visual Equipment Hire (DB Systems)	2 October	<input type="checkbox"/>
Water and Waste (ExCeL Event Services)	17 September	<input type="checkbox"/>

**DON'T MISS THE DEADLINES AND RISK A SURCHARGE.**