

CONTRACTOR / SERVICE FORMS CHECKLIST

	<i>Deadline Date</i>	<i>Completed ✓</i>
Audio Equipment Hire (RTSS)	1 October	
Electrics (Bill Moule & Sons)	10 September	
Freight Forwarders/Storage (Expofreight)	29 September	
Furniture Brochure - Online (Melville Exhibition Services)	14 September	
Hotel Accommodation (Jigsaw)	Immediately	
Insurance (Hiscox Event Insurance)	25 September	
Lead Scanner (Melville Data Services)	15 October	
Rigging (ExCeL Event Services)	17 September	
Shell Scheme Extras (Melville Exhibition Services)	17 September	
Shell Scheme Name Board (Melville Exhibition Services)	17 September	
Stand Catering (ExCeL Stand Catering)	72 hours prior to delivery	
Telephones (ExCeL InTouch)	17 September	
Visual Equipment Hire (DB Systems)	1 October	
Water and Waste (ExCeL Event Services)	17 September	

DON'T MISS THE DEADLINES AND RISK A SURCHARGE.