



ORDER	SERVICE	DEADLINE	✓
1	Accommodation	asap	
2	Newsletter - SEPTEMBER 29th	24th September 2009	
3	Newsletter - OCTOBER 20th	15th October 2009	
4	Newsletter - NOVEMBER 10th	5th November 2009	
5	Health & Safety	16th November 2009	
6	Newsletter - DECEMBER 1st	26th November 2009	
7	Advertising Package	30th November 2009	
8	Catalogue Entry (Website only)	30th November 2009	
9	Music Licence	30th November 2009	
10	Media Centre	1st December 2009	
11	Stand Telephones	4th December 2009	
12	Electrical Fittings	11th December 2009	
13	Fascia Boards	11th December 2009	
14	Fire Extinguishers	11th December 2009	
15	Florist	11th December 2009	
16	Furniture	11th December 2009	
17	Graphics	11th December 2009	
18	Shell Stand Construction	11th December 2009	
19	Exhibitor Badges	12th December 2009	
20	Newsletter - DECEMBER 22nd	17th December 2009	
21	Internet / Email Access	18th December 2009	
22	Stand Personnel	21st December 2009	
23	Catering	23rd December 2009	
24	Insurance	5th January 2009	
25	Newsletter - JANUARY 12th	7th January 2010	
26	Audio Visual Equipment	8th January 2010	
27	Fork Lifting	8th January 2010	
28	Forward Shipping	8th January 2010	
29	Photographer	8th January 2010	
30	Security	8th January 2010	
31	Storage	8th January 2010	
32	Customs & Excise	14th January 2010	
33	Data Pens	17th January 2010	
34	Build-up and Breakdown	18th January 2010	
35	Delivery & Collection	18th January 2010	
36	First Aid	18th January 2010	
37	VAT Refunds	1st February 2010	