

**IMPORTANT DEADLINES CHECKLIST**

<b>ORDER FORM</b>	<b>DEADLINE</b>	<b>✓ when completed</b>
Carpet & Floorcovering	<b>ASAP</b>	<input type="checkbox"/> notes:
Catering	<b>ASAP</b>	<input type="checkbox"/> notes:
Hotels	<b>ASAP</b>	<input type="checkbox"/> notes:
Compressed Air	<b>15 July</b>	<input type="checkbox"/> notes:
Electrics & Lighting	<b>15 July</b>	<input type="checkbox"/> notes:
Water & Waste	<b>15 July</b>	<input type="checkbox"/> notes:
Health & Safety Declaration <b>* compulsory for ALL exhibitors</b>	<b>07 August</b>	<input type="checkbox"/> notes:
Insurance <b>* mandatory for all Exhibitors to prove public liability insurance cover</b>	<b>07 August</b>	<input type="checkbox"/> notes:
Nameboard <b>* compulsory for all shell/package stands</b>	<b>07 August</b>	<input type="checkbox"/> notes:
Shell Scheme Upgrade Accessories	<b>07 August</b>	<input type="checkbox"/> notes:
Space Only Plans <b>* compulsory for all Space Only exhibitors</b> . Must be accompanied by a Risk Assessment and Health & Safety Declaration	<b>07 August</b>	<input type="checkbox"/> notes:
Lifting & Shipping/Handling	<b>14 August</b>	<input type="checkbox"/> notes:
Car Parking	<b>21 August</b>	<input type="checkbox"/> notes:
Floral	<b>21 August</b>	<input type="checkbox"/> notes:
Furniture	<b>21 August</b>	<input type="checkbox"/> notes:
Cleaning & Waste Disposal	<b>28 August</b>	<input type="checkbox"/> notes:
Suspensions & Rigging	<b>28 August</b>	<input type="checkbox"/> notes:
Visitor Lead Data Capture	<b>28 August</b>	<input type="checkbox"/> notes:
Internet Access	<b>01 September</b>	<input type="checkbox"/> notes:
Stand Personnel/ Translators	<b>01 September</b>	<input type="checkbox"/> notes:
Telecommunications	<b>01 September</b>	<input type="checkbox"/> notes:
Audio Visual	<b>09 September</b>	<input type="checkbox"/> notes:
IT Equipment	<b>09 September</b>	<input type="checkbox"/> notes:

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The address for the event is:

**Labelexpo Europe 2009**

Your company name

Your hall/stand number

**Brussels Expo**

**Place de Belgique 1**

**B-1020 Bruxelles**

**Belgium**


## LIST OF CONTRACTORS

<b>Audio Visual</b>	<b>DB Systems Ltd.</b> 1 Hammersmith Grove Hammersmith London W60 NB, UK	<b>☎:</b> <b>Fax:</b> <b>Email:</b> <b>Web:</b>	+44 (0) 203 008 8167 +44 (0) 845 868 2326 <a href="mailto:labelxpoeurope@dbsystems.co.uk">labelxpoeurope@dbsystems.co.uk</a> <a href="http://www.dbsystems.co.uk">www.dbsystems.co.uk</a>
<b>Car Parking</b>	<b>Brussels Expo</b> Place de Belgique 1 B-1020 Bruxelles Belgium	<b>☎:</b> <b>Fax:</b>	+32 (0) 2 474 8255 +32 (0) 2 474 8286
<b>Carpet</b>	<b>Melville Exhibitions</b> Unit 1, Perimeter Rd National Exhibition Centre Birmingham, B40 1PJ UK	<b>☎:</b> <b>Fax:</b> <b>Email:</b> <b>Contact:</b>	+ 44 (0) 121 780 0386 + 44 (0) 121 780 2027 <a href="mailto:shelley.rodham@melville.co.uk">shelley.rodham@melville.co.uk</a> Shelley Rodham
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<b>Cleaning</b>	<b>Saninvest SA</b> Rue du Verregat 1 1020 Brussels Belgium	<b>☎:</b> <b>Fax:</b> <b>Email:</b> <b>Contact:</b>	+32 (0) 2 478 37 19 +32 (0) 2 478 44 02 <a href="mailto:mail@saninvest.be">mail@saninvest.be</a> Patrick Bonneel
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<b>Lifting/ Forwarding &amp; Customs</b>	<b>I.L.S.</b> International House Colonnade Point Central Boulevard Prologis Park Coventry CV6 4BU UK	☎: Fax: Email: Web: Contact:	+44 (0) 24 7633 7955 +44 (0) 24 7633 6795 <a href="mailto:pgf@i-l-s.co.uk">pgf@i-l-s.co.uk</a> <a href="http://www.i-l-s.co.uk">www.i-l-s.co.uk</a> Paul Flannery
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Contact: Natasha Krasicka


**Visitor Data Capture**

**Melville Data Services**  
Data House  
Curriers Close  
Coventry  
CV4 8AW  
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**Water & Waste**

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