

Exhibitor Reminder & Deadlines Checklist

TASK / ORDER	DUE DATE	LINK or EMAIL	CONTACT INFORMATION
Book Your Hotel Rooms	Based on availability	Hotel Accommodations	Bremen Online Hotel Booking Service
<i>Hotels are based on availability. For availability, please check the online hotel accommodations system on the event website.</i>			
Register your Exhibition Staff	Immediate	Registration	Ms. Megan Zhao Breakbulk Events & Media events@breakbulk.com T: +1 973 220 4827
<i>This includes any temporary staff assisting during the event.</i>			
Submit Company Profile for Event Guide	21 March 2018	Event Guide Company Profile Form	Ms. Dee Cariglino Breakbulk Events & Media dcariglino@breakbulk.com T: +1 251 459 0246 (CST)
<i>This is REQUIRED to be submitted by all participating exhibitors.</i>			
Order Catering	15 May 2018	Online Catering Orders	Messe & Eventcatering GmbH messecatering@geschmackslabor.com T: +49 (0)421 3505-780
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Submit Exhibitor Liability Certificate of Insurance (COI) form	21 March 2018	drice@breakbulk.com	Ms. Dana Rice Breakbulk Events & Media exhibitorservices@breakbulk.com T: +1 301 591 3785 (EST)
<i>This is REQUIRED to be submitted by all participating exhibitors.</i>			
Submit Exhibitor Appointed Contractor (EAC) form	21 March 2018	EAC Form	Ms. Dana Rice Breakbulk Events & Media exhibitorservices@breakbulk.com T: +1 301 591 3785 (EST)
<i>This is REQUIRED to be submitted by all contractors/builders.</i>			
Submit Stand Rendering with Dimensions	21 March 2018	drice@breakbulk.com	Ms. Dana Rice Breakbulk Events & Media exhibitorservices@breakbulk.com T: +1 301 591 3785 (EST)
<i>This is REQUIRED to be submitted by all raw space exhibitors or their contractors/builders in pdf or jpeg with dimensions.</i>			
Order Carpet	21 March 2018	Carpet Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, REQUIRED purchase. Costs are the exhibitors' responsibility.</i>			
Order Floral & Plant	21 March 2018	Floral Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Stand Graphics & Artwork	21 March 2018	Graphics Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Furniture	21 March 2018	Furniture Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order Electrical	21 March 2018	Electrical Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, REQUIRED purchase. Costs are the exhibitors' responsibility.</i>			
Order Utilities (Air/Water)	21 March 2018	Utilities Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411

EUROPE Breakbulk

29-31 MAY 2018 | BREMEN

MESSE BREMEN | BREMEN, GERMANY

29 MAY 2018: EDUCATIONAL WORKSHOPS
 29 MAY 2018: EVENING WELCOME RECEPTION IN THE EXHIBITION HALL
 30-31 MAY 2018: EXHIBITION, CONFERENCE SESSIONS,
 MICRO-SEMINARS, EXHIBITOR-LED SESSIONS

Order <u>High Speed Internet</u>	21 March 2018	Internet Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Labor (Man) Power</u>	21 March 2018	Labor (Man) Power	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Rigging</u> <u>[Hanging Sign(s)]</u>	21 March 2018	Rigging Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Stand Cleaning & Waste Disposal</u>	21 March 2018	Cleaning Form	Gielissen Exhibitor services breakbulk@gielissen.nl T: +31 20 581 1411
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Fork Lift Services</u>	Coming Soon	Fork Lift Form	Ms. Danielle Potter WES Group danielle@wes-group.com T: +44 208 508 2224 (GMT+1)
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Shipping Services</u>	Coming Soon	Shipping Form	Ms. Danielle Potter WES Group danielle@wes-group.com T: +44 208 508 2224 (GMT+1)
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>International Freight Forwarding</u>	Coming Soon	Global Freight Forwarding	Ms. Danielle Potter WES Group danielle@wes-group.com T: +44 208 508 2224 (GMT+1)
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Data Capture & Lead Retrieval Equipment</u>	21 March 2018	Data Capture / Lead Retrieval Form	Ms. Nicole Hutchison Convention Data Services nhutchison@cdsreg.com T: +1 800 746 9734 (EST)
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Order <u>Local Bremen Printer & Signage</u>	Coming Soon	Local Printing	Coming soon
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility. Please reference "Breakbulk" to receive a special rate.</i>			
Order <u>Exhibitor Stand Audio Visual</u>	Coming Soon	Audio Visual	Coming Soon
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Hire <u>Exhibit Security</u>	Coming Soon	Security Coming Soon	Coming Soon
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Hire <u>Host(s) / Temporary Staff for your stand</u>	Coming Soon	Host(s) / Temp Staff Coming Soon	Coming Soon
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			
Hire a <u>Photographer to remember your stand & memories!</u>	Coming Soon	Photographer Coming Soon	Coming Soon
<i>This is an additional, optional purchase. Costs are the exhibitors' responsibility.</i>			