

# ACTION CHECKLIST

Form		Page	Deadline	Completed?
1	Advertising Opportunities	5	15 Dec 2016	<input type="checkbox"/>
2	Buyer Introduction Programme	13	15 Dec 2016	<input type="checkbox"/>
3	Buyer Invitation Programme	14	31 Jan 2017	<input type="checkbox"/>
4	Exhibitor & Buyers' Night	15	16 Jan 2017	<input type="checkbox"/>
5	Standfitting Contractor (Refundable Bond / Stand Design Submissions)	31	31 Dec 2016	<input type="checkbox"/>
6	Shell Scheme (Fascia Name)	33	31 Dec 2016	<input type="checkbox"/>
7	Furniture Rental	37	31 Jan 2017	<input type="checkbox"/>
8	Electrical Equipment Rental	39	31 Jan 2017	<input type="checkbox"/>
9	Service Location Plan	41	31 Jan 2017	<input type="checkbox"/>
10	Advertising Air Space / Rigging Service (For In-Hall Banner)	42	31 Jan 2017	<input type="checkbox"/>
11	Forwarding & Logistics Agents	43	31 Dec 2016	<input type="checkbox"/>
12	Demonstration & Working Exhibits	45	31 Dec 2016	<input type="checkbox"/>
13	Admission & Contractor Badges	48	31 Dec 2016	<input type="checkbox"/>
14	Hotel & Travel	50	1 Feb 2017	<input type="checkbox"/>
15	Telephone & Fax Rental	53	31 Jan 2017	<input type="checkbox"/>
16	Stand Cleaning & Waste Disposal Services	55	31 Jan 2017	<input type="checkbox"/>
17	Audio Visual & Computer Equipment Rental	57	31 Jan 2017	<input type="checkbox"/>
18	Shipping Documents	46	14 Feb 2017	<input type="checkbox"/>
19	Sea-freight Consignments	46	20-29 Feb 2017	<input type="checkbox"/>
20	Airfreight Consignments	46	29 Feb-1 Mar 2017	<input type="checkbox"/>