



Exhibitor Check-list

February 2018	On-line shop opening
03 April 2018	Deadline Company Profile
10 April 2018	Deadline Symposium programmes for approval
20 April 2018	Deadline for receipt of art-work adverts for the Final Programme
24 April 2018	Deadline to submit construction plans of exhibition stand to ESA
24 April 2018	Deadline for ordering technical supplies for exhibitors without surcharges
25 April 2018	Deadline for on-line shop extra payment for late orders start for exhibitors (25%)
27 April 2018	Deadline for ordering signage
30 April 2018	Deadline to submit bag insert artwork to ESA for approval
01 May 2018	Deadline for on-line shop cancellations/changes
01 May 2018	Layout deadline of floor plans into the On-line shop (all layouts must be finalized)
02 May 2018	Deadline to submit table display to ESA for approval
08 May 2018	On-line shop deadline for cancellations / changes
15 May 2018	Early build-up 07:00 – 19:00 – must be requested to ESA
15 May 2018	Deadline for exhibitor registration
15 May 2018	Deadline for delegates registration
15 May 2018	Deadline to order extra AV for Symposium
17 May 2018	Deadline for delivery of bag inserts & table displays to Kristal
28 May 2018	Deadline for on-line shop extra payment for late orders start for exhibitors (50%)
30 May 2018	Exhibition early build-up 07:00 – 19:00 - €1000 – Prebooking required
31 May 2018	Exhibition build-up 07:00 – 22:00
01 June 2018	Exhibition build-up 07:00 – 19:00
01 June 2018	On-site registration opens 08:00
02 June 2018	Exhibition open 10:00 – 18:00
03 June 2018	Exhibition open 09:30 – 18:00
04 June 2018	Exhibition open 09:30 – 16:00
04 June 2018	Breakdown 16:00 – 22:00
05 June 2018	On-line shop closes
05 June 2018	Breakdown 07:00 – 19:00