



DEADLINES/CHECKLIST

Services that may be needed for exhibiting at ATCE are listed below in alphabetical order. Remember, for cutting exhibit expenses, be sure to read, complete and return the applicable Service Order Forms contained in your Exhibitor Services Manual as soon as possible to take advantage of the discount deadline dates. Please note that, after deadline dates, some services could not be guaranteed.

SERVICE	PAGE #	DEADLINE/ DISCOUNT	DATE COMPLETE
Booth Upgrade Form for Pre-Furnished Booths	2	12 July	<input type="checkbox"/>
Mandatory Insurance Form	3 – 7	19 July	<input type="checkbox"/>
Electricity Equipment Form	8 – 9	19 July	<input type="checkbox"/>
Telecommunication / Internet Form	10	19 July	<input type="checkbox"/>
Cleaning Service Form	11	19 July	<input type="checkbox"/>
Water Form	12	19 July	<input type="checkbox"/>
Eurostands Audio Video Form	13	19 July	<input type="checkbox"/>
Eurostands Furnishing/carpet/graphics Form	14 – 25	19 July	<input type="checkbox"/>
Mandatory Security Forms (A–B–C and D–E)	26 – 31	19 July	<input type="checkbox"/>
Technical Safety Regulations	32 – 52	19 July	<input type="checkbox"/>
Hostess/Steward Assistance Form	53	19 July	<input type="checkbox"/>
Shipment Entry Information	54	15 August	<input type="checkbox"/>
Cargo Arrival Deadline (seafreight shipment to Florence or Milan – LCL)	56	1 September	<input type="checkbox"/>
Cargo Arrival Deadline (airfreight shipment to FLR airport)	56	6 September	<input type="checkbox"/>
Cargo Arrival Deadline (seafreight shipment to LaSpezia or Livorno – FCL)	56	6 September	<input type="checkbox"/>
Food and Beverage Services Form	60 – 63	6 September	<input type="checkbox"/>
Floral Services and Rental Form	64 – 73	6 September	<input type="checkbox"/>
Cargo Arrival Deadline (roadfreight shipment)	57	14 September	<input type="checkbox"/>

All orders must be placed by sending the relevant form to expoatce@newtours.it