



## DEADLINES/CHECKLIST AND FORMS (ALPHABETICAL)

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
Audio Video – Eurostands Form	2	19 July	<input type="checkbox"/>
Booth Upgrade Form for Pre-Furnished Booths	3	12 July	<input type="checkbox"/>
Cargo Arrival Deadline (seafreight shipment to Florence or Milan – LCL)	5	1 September	<input type="checkbox"/>
Cargo Arrival Deadline (airfreight shipment to FLR airport)	5	6 September	<input type="checkbox"/>
Cargo Arrival Deadline (seafreight shipment to La Spezia or Livorno – FCL)	5	6 September	<input type="checkbox"/>
Cargo Arrival Deadline (roadfreight shipment)	6	14 September	<input type="checkbox"/>
Cleaning Service Form	9	19 July	<input type="checkbox"/>
Electricity Equipment Form	10–11	19 July	<input type="checkbox"/>
Floral Services and rental	12–21	6 September	<input type="checkbox"/>
Food and beverage services	22–25	6 September	<input type="checkbox"/>
Furnishings/Carpet/Graphics – Eurostands Forms	26–37	19 July	<input type="checkbox"/>
Hostess/Steward Assistance Form	38	19 July	<input type="checkbox"/>
<b>Insurance Form – MANDATORY</b>	39–43	<b>19 July</b>	<input type="checkbox"/>
Internet – Telecommunication Form	44	19 July	<input type="checkbox"/>
<b>Security Forms (A-B-C and D-E) – MANDATORY</b> <b>See Firenze Fiera Regulations for additional details</b>	45–50	<b>19 July</b>	<input type="checkbox"/>
Shipment Entry Information	51	15 August	<input type="checkbox"/>
Technical Safety Regulations	52–72	19 July	<input type="checkbox"/>
Telecommunication / Internet Form	44	19 July	<input type="checkbox"/>
Water Form	73	19 July	<input type="checkbox"/>

**All orders must be placed by sending the relevant form to [expoatce@newtours.it](mailto:expoatce@newtours.it)**