

UNDERSTANDING YOUR BOOTH SPACE

There are two booth types available at the event:

SPACE ONLY (individual booth construction):

Space Only does not come with anything included, exhibitors build their booth, providing flooring and partitioning walls, order electrical connections, bring furniture, etc. All island booths are Space Only. If your booth is a row, corner or peninsular booth, please check with your exhibit liaison, if you will be allowed to bring your own booth construction. All Space Only stand designs must be reviewed by EBD exhibit team and approved prior to building.

SHELL SCHEME (Octanorm shell construction provided by EBD, booths 6sqm to 12sqm):

Back and partition walls are provided by the organizer.

IMPORTANT TO DOS AND DEADLINES

TASK	DATE DUE	COMPLETED	COMMENTS
Reserve Hotel Rooms	As soon as possible	<input type="checkbox"/>	
Contact warehouse for details on shipments	As soon as possible	<input type="checkbox"/>	
Submit Health & Safety documents to EBD	September 14th	<input type="checkbox"/>	
Submit company details for exhibitor listing in printed conference guide	September 21th	<input type="checkbox"/>	
Send stand sketch of customized booth design to EBD (space only)	September 14th	<input type="checkbox"/>	
Order carpet, electricity and other items or services with Bella Center	October 1st	<input type="checkbox"/>	
Send graphic design for printing services to Bella Center	October 1st	<input type="checkbox"/>	
Apply for booth partnering	October 26th	<input type="checkbox"/>	
Register participants	As soon as possible	<input type="checkbox"/>	