

IMPORTANT DEADLINES CHECKLIST

ORDER FORM	DEADLINE	✓ when completed
Hotels	ASAP	<input type="checkbox"/> notes:
Health & Safety Declaration * compulsory for ALL exhibitors	14th October	<input type="checkbox"/> notes:
Space Only Plans* compulsory for all Space Only exhibitors . Plan Submission Form	14 th October	<input type="checkbox"/> notes:
Space Only Plans* Double Decker Stands . Plan Submission Form	14 th October	<input type="checkbox"/> notes:
Audio Visual	28 th October	<input type="checkbox"/> notes:
Cleaning & Waste Disposal (Space Only Stands)	28 th October	<input type="checkbox"/> notes:
Compressed Air Note: Portable compressors are NOT permitted for safety reasons. The venue will prohibit the use of portable compressors. Please order your compressed air through PICO using the form in Section 6 of the manual	28 th October	<input type="checkbox"/> notes:
Electrics & Lighting	28th October	<input type="checkbox"/> notes:
Furniture	28 th October	<input type="checkbox"/> notes:
Internet Access	28th October	<input type="checkbox"/> notes:
Nameboard * compulsory for all shell package stands	28th October	<input type="checkbox"/> notes:
Suspensions & Rigging	28 th October	<input type="checkbox"/> notes:
Telecommunications/Internet	28th October	<input type="checkbox"/> notes:
Visa Application	28 th October	<input type="checkbox"/> notes:
Visitor Lead Data Capture	TBC	<input type="checkbox"/> notes:
Water & Waste	28 th October	<input type="checkbox"/> notes:
Stand Personnel/ Translators	10 th November	<input type="checkbox"/> notes:

PLEASE NOTE: Surcharges apply on many services so please ensure you order requirements as soon as possible and before the deadlines to avoid delay or extra costs

CONTACT US...

Organisers Address:

Tarsus plc
Metro Building
1 Butterwick, Hammersmith, London, W6 8DL, UK
Tel: +44 (0) 20 8846 2700 Fax: +44 (0) 20 8846 2801

UK OPERATIONS & TECHNICAL MANAGEMENT:

Claire Farrugia

+44 (0) 20 8846 2706

cfarrugia@labelexpo.com



CHINESE OPERATIONS & TECHNICAL MANAGEMENT:

Mr Leo Fei

+86 21 6295 2906

intexfj@sh163.net

Ms Lillian Lee

+86 21 6295 2131

intexljs@sh163.net

MARKETING/PRESS & MEDIA

Michael Hatton

+44 (0) 20 8846 2821

mhatton@labelexpo.com



Laurent Lemire

+44 (0) 20 8846 2826

llemire@labelexpo.com



EXHIBITION SALES & SPONSORSHIP:

John Davy

+44 (0) 20 8846 2868

jdavy@labelexpo.com



Jerry Lee

+86 (21) 64484893

jlee@labelexpo.com

Lisa Milburn

+44 (0) 20 8846 2740

lmilburn@labelexpo.com



Jade Grace

+44 (0) 20 8846 2741

jgrace@labelexpo.com



Tasha Ventimiglia

+ 1 262 754 6931 x 240

tventimiglia@labelexpo.com



ADMINISTRATION:

Catherine Ware

+44 (0) 20 8846 2892

cware@labelexpo.com

The address for the event is:

Labelexpo Asia 2011
Your company name/hall/stand number
Shanghai New International Expo Centre (SNIEC)
2345 Longyang Road, Pudong New Area
Shanghai 201204, P.R. China

Please do not arrange for deliveries to be sent directly to this address. All deliveries should be arranged via our official freight forwarding partners – see the shipping section for further information

LIST OF CONTRACTORS

Audio Visual	PICO No 188 Xinchun Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	 : Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Carpet	PICO No 188 Xinchun Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	 : Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Cleaning	PICO No 188 Xinchun Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	 : Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Compressed Air	PICO No 188 Xinchun Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	 : Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Electrics	PICO No 188 Xinchun Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	 : Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu

Furniture	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Internet Access	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Lifting/ Forwarding & Customs	ExpoTrans World Shanghai Office Room 3, 21 st Floor, Qiang Sheng Building No 145 Pujan Road, Pudong Shanghai, 200127 P.R. China	☎: Fax: Email: Contact:	+86 21 6228 0082 +86 21 6241 6392 james.wu@expotransworld.com James Wu
	ExpoTrans Hong Kong Office Room 706-707 7 th Floor Star House, 3 Salsbury Road Tsimshatsui Hong Kong	☎: Fax: Email: Contact:	+852 2730 1868 +852 2730 1878 andy.chan@expotransworld.com Andy Chan
	I.L.S. International House Colonnade Point Central Boulevard Prologis Park Coventry CV6 4BU UK	☎: Fax: Email: Web: Contact:	+44 (0) 24 7633 7955 +44 (0) 24 7633 6795 pgf@i-l-s.co.uk www.i-l-s.co.uk Paul Flannery
Shell Scheme	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Stand Personnel/ Translators	Intex Shanghai Co., Ltd Room 801-804, Floor 8, New Town Mansion 55 Lou Shan Guan Road Shanghai, 200336 P.R. China	☎: Fax: Email: Web: Contact:	+86 21 6295 2906 +86 21 6278 0038 intexfj@sh163.net www.intex-sh.com Leo Fei
Telecoms	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 21 5196 0990 x 8278 +86 21 5190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu

**Travel &
Accommodation**

HRS



Fax:

Email: vanessa.j@hrs.cn

Web: www.hrs.com

Contact: Vanessa Ji

Visas

Intex Shanghai Co., Ltd
Room 801-804, Floor 8,
New Town Mansion
55 Lou Shan Guan Road
Shanghai, 200336
P.R. China



+86 21 6295 2906

Fax: +86 21 6278 0038

Email: intexfj@sh163.net

Web: www.intex-sh.com

Contact: Leo Fei

Water & Waste

PICO
No 188 Xinchun Road, Beicai Town
Pudong Area
Shanghai 201204
P.R. China



+86 21 5196 0990 x 8278

Fax: +86 21 5190 8290

Email: tony.gu@cn.pico.com

Web: www.pico.com

Contact: Tony Gu