

IMPORTANT DEADLINES CHECKLIST

ORDER FORM	DEADLINE	✓ when completed
Hotels	ASAP	<input type="checkbox"/> notes:
Health & Safety Declaration * compulsory for ALL exhibitors	16 th October	<input type="checkbox"/> notes:
Space Only Plans* compulsory for all Space Only exhibitors . Plan Submission Form	16 th October	<input type="checkbox"/> notes:
Space Only Plans* Double Decker Stands . Plan Submission Form	16 th October	<input type="checkbox"/> notes:
Audio Visual	30 th October	<input type="checkbox"/> notes:
Cleaning & Waste Disposal (Space Only Stands)	30 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	30 th October	<input type="checkbox"/> notes:
Electrics & Lighting	30 th October	<input type="checkbox"/> notes:
Furniture	30 th October	<input type="checkbox"/> notes:
Internet Access	30 th October	<input type="checkbox"/> notes:
Nameboard * compulsory for all shell package stands	30 th October	<input type="checkbox"/> notes:
Suspensions & Rigging	30 th October	<input type="checkbox"/> notes:
Telecommunications/Internet	30 th October	<input type="checkbox"/> notes:
Visa Application	30 th October	<input type="checkbox"/> notes:
Visitor Lead Data Capture	TBC	<input type="checkbox"/> notes:
Water & Waste	30 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...

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ADMINISTRATION:

Catherine Ware

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The address for the event is:

Labelexpo Europe 2009
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 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Carpet	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Cleaning	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Compressed Air	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Electrics	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 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:	+86 215 196 0990 x 8278 +86 215 190 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:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
Lifting/ Forwarding & Customs	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

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Shell Scheme	PICO No 188 Xincheng Road, Beicai Town Pudong Area Shanghai 201204 P.R. China	☎: Fax: Email: Web: Contact:	+86 215 196 0990 x 8278 +86 215 190 8290 tony.gu@cn.pico.com www.pico.com Tony Gu
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Travel & Accommodation	C-Trip	☎: Fax: Email: Web: Contact:	+86 21 3406 4880 +86 21 5251 4588 jingo@ctrip.com www.ctrip.com Angela Gu
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