

IMPORTANT DEADLINES CHECKLIST

All information related to the deadline’s checklist is in your online exhibitor manual.

INFORMA ORGANISER –Compulsory forms		DEADLINE	DONE
Connect Me App Listing / Health, Safety and Security Declaration / Exhibitor Insurance Acknowledgement. Complete this form which includes your Connect Me App listing details, Health, Safety and Security Declaration (to be forwarded to all your suppliers/contractors), and Exhibitor Insurance Acknowledgement for automatic coverage of AUD \$20 million Public Liability Insurance. This comprehensive form must be completed to ensure your presence on the Connect Me Event App and compliance with all event requirements.		Monday 4 th August	
*	Custom Stand Details Space Only stand designs/plans must be submitted to the event organiser for approval.	Monday 4 th August	
Onsite Contact Details Advise the event organiser of the person responsible for your stand during Move In & Move Out		Monday 4 th August	
Badge Details Register ALL staff requiring any onsite access during the event by completing the registration link located in your welcome email. Any staff who are not pre-registered will not be permitted entry into the venue. You complimentary passes are outlined in your contract.		Monday 4 th August	
FUSION – Stand Builder			
Fascia – Confirm your Fascia signage with Fusion by contact Kathryn Paterson.		Monday 11 th August	
Space Only Power – Order power by contacting Kathryn Paterson.		Monday 11 th August	
Shell Scheme - Confirm Requirements: View stand package inclusions, confirm your stand requirements & graphics via the Fusion Portal (link & login details will be sent to the main logistics contact for your company)		Monday 11 th August	
Furniture / Lighting / Rigging / Shelving / Flooring To order any fusion services, use the fusion service centre.		Monday 11 th August	
VENUE			
Venue Induction – Complete your venue induction or you will NOT be granted access onsite.		ASAP	
Wi-Fi - The venue offers free Wi-Fi service providing limited internet access in the venue at a speed of 2mbps. If you require a fixed line connection or upgraded Wi-Fi connection, complete the Exhibition Services Form D Application for IT Services.		Monday 25 th August	
OTHER			
Contract Inclusions – Outlined in your Welcome email from operations@informa.com.au			