

WHO	WHAT	WHEN	DONE
ALL	Pay Your Invoice	Before 23 September 2016	<input type="checkbox"/>
	Read Sponsor Terms & Conditions	Immediately	<input type="checkbox"/>
	Sponsor Delegate Registration	Before 13 January 2017	<input type="checkbox"/>
	Complete Company Profile & Logo	Before 9 December 2016	<input type="checkbox"/>
	Book Accommodation	Immediately	<input type="checkbox"/>
	Book Air travel/tours	Immediately	<input type="checkbox"/>
	Download the App	From November 2016	<input type="checkbox"/>
	Follow us on Social Media	Immediately	<input type="checkbox"/>
	Business Matchmaking Programme	From November 2016	<input type="checkbox"/>
	Familiarise with Event Schedules	Immediately	<input type="checkbox"/>
OPTIONAL	Invite clients and guests	Immediately	<input type="checkbox"/>
	Bulk Badge Pick Up	Before 13 January 2017	<input type="checkbox"/>
	Arrange Visas (if applicable)	Immediately	<input type="checkbox"/>
	Meeting Room Rental	Immediately	<input type="checkbox"/>
	Marketing Opportunities (Press Releases, Banners etc)	Immediately	<input type="checkbox"/>
	Arrange Shipping of Items	Various	<input type="checkbox"/>
EXHIBITORS	Decide stand type (shell scheme/custom)	Immediately	<input type="checkbox"/>
	Submit Stand Plan to GL Events	Immediately	<input type="checkbox"/>
	Read through the Rules & Regulations	Immediately	<input type="checkbox"/>
	Submit fascia logo (Fascia Upgrades Only)	Before 9 December 2016	<input type="checkbox"/>
	Order extra stand services (IT, cleaning, AV etc)	See forms for specific deadlines	<input type="checkbox"/>
CUSTOM STANDS	Submit Stand Plan to GL Events	Immediately	<input type="checkbox"/>
	Submit Sponsor Appointed Contractor Form	Before 9 December 2016	<input type="checkbox"/>
	Submit Designs/Plans for approval	Immediately	<input type="checkbox"/>
	Order Extra Services	See forms for specific deadlines	<input type="checkbox"/>
	Submit required health and safety forms	Before 9 January 2017	<input type="checkbox"/>
	Arrange load in/installation with GL Events	Before 9 January 2017	<input type="checkbox"/>