

SHELL SCHEME EXHIBITORS					
S. No.	Services / Forms	Requirement	Deadline	Reference	Checked
1	Application Form for Space along with advance payment	Mandatory	At the time of booking	Page 10	<input type="checkbox"/>
2	Balance payment for Space	Mandatory	31-Jan-2022	Page 10	<input type="checkbox"/>
3	Fascia Names	Mandatory	31-Jan-2022	Page 12	<input type="checkbox"/>
4	Addl. Furniture Order Form	Optional	31-Jan-2022	Pages 13,14	<input type="checkbox"/>
5	Apply for Exhibitor Badges	Mandatory	31-Jan-2022	Page 20	<input type="checkbox"/>
6	Hostess / Interpreters	Optional	31-Jan-2022	Page 7	<input type="checkbox"/>
7	Ordering Plants & Flower Arrangements	Optional	31-Jan-2022	Page 7	<input type="checkbox"/>
8	Show Directory Listing Form	Mandatory	31-Jan-2022	MS Word file will be mailed	<input type="checkbox"/>
9	Directory Advertising Form	Optional	31-Jan-2022	Page 18	<input type="checkbox"/>
10	Collection of Exhibitor Badges and Exhibitor Kit at Venue	Mandatory	22-Mar-2022 from 11.00 a.m	Page 19	<input type="checkbox"/>
11	Hotel accommodation and travel	Optional	As per your schedule	Page 7	<input type="checkbox"/>
12	Possession of Stand	Mandatory	22-Mar-2022 @ 11.30 a.m.	Page 3	<input type="checkbox"/>
13	Removal of Exhibits	Mandatory	25-Mar-2022 after 6.00 p.m.	Page 3	<input type="checkbox"/>

RAW SPACE EXHIBITORS					
S. No.	Services / Forms	Requirement	Deadline	Reference	Checked
1	Application Form for Space along with advance payment	Mandatory	At the time of booking	Page 10	<input type="checkbox"/>
2	Balance payment for Space	Mandatory	31-Jan-2022	Page 10	<input type="checkbox"/>
3	Addl. Furniture / Lights Order Form	Optional	31-Jan-2022	Pages 13, 14	<input type="checkbox"/>
4	Apply for Exhibitor Badges	Mandatory	31-Jan-2022	Page 19	<input type="checkbox"/>
5	Power Order Form	Mandatory	31-Jan-2022	Page 15	<input type="checkbox"/>
6	Compressed Air Form	Optional	31-Jan-2022	Page 16	<input type="checkbox"/>
7	Appointment of Freight Forwarder for clearance / material handling	Optional	As per your schedule	Page 7	<input type="checkbox"/>
8	Appointment of Stand contractor	Mandatory	As per your schedule	Page 18	<input type="checkbox"/>
9	Approval for Stand with Mezanine Floors from organiser	Mandatory	31-Jan-2022	Page 5, 6	<input type="checkbox"/>
10	Exhibitor Nominated Stand Contractor Form	Mandatory	31-Jan-2022	Page 17	<input type="checkbox"/>
11	Hostess / Interpreters	Optional	31-Jan-2022	Page 7	<input type="checkbox"/>
12	Ordering Plants & Flower Arrangements	Optional	31-Jan-2022	Page 7	<input type="checkbox"/>
13	Show Directory Listing Form	Mandatory	31-Jan-2022	MS Word file will be mailed	<input type="checkbox"/>
14	Directory Advertising Form	Optional	31-Jan-2022	Page 19	<input type="checkbox"/>
15	Collection of Exhibitor Badges and Exhibitor Kit at Venue	Mandatory	22-Mar-2022 from 11.00 a.m	Page 19	<input type="checkbox"/>
16	Hotel accommodation and travel	Optional	As per your schedule	Page 7	<input type="checkbox"/>
17	Possession of Stand	Mandatory	21-Mar-2022 @ 10.30 a.m.	Pages 3, 6	<input type="checkbox"/>
18	Removal of Exhibits & dismantling	Mandatory	25-Mar-2022 after 6.00 p.m.	Pages 3, 6	<input type="checkbox"/>

All Raw Space Exhibitors should comply to the guidelines for Stand building and in case of any deviation, action would be taken.