

WHO	WHAT	WHEN	DONE
<b>ALL</b>	Pay Your Invoice	Before 25 <sup>th</sup> September 2015	<input type="checkbox"/>
	Read Sponsor Terms & Conditions	Immediately	<input type="checkbox"/>
	Sponsor Delegate Registration	Before 15 <sup>th</sup> January 2016	<input type="checkbox"/>
	Complete Company Profile & Logo	Before 11 <sup>th</sup> December 2015	<input type="checkbox"/>
	Book Accommodation	Immediately	<input type="checkbox"/>
	Book Air travel/tours	Immediately	<input type="checkbox"/>
	Download the App	From Autumn/Fall 2015	<input type="checkbox"/>
	Follow us on Social Media	Immediately	<input type="checkbox"/>
	Business Matchmaking Programme	From Autumn/Fall 2015	<input type="checkbox"/>
	Familiarise with Event Schedules	Immediately	<input type="checkbox"/>
<b>OPTIONAL</b>	Invite clients and guests	Immediately	<input type="checkbox"/>
	Bulk Badge Pick Up	Before 15 <sup>th</sup> January 2016	<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"/>
<b>EXHIBITORS</b>	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 11 <sup>th</sup> December 2015	<input type="checkbox"/>
	Order extra stand services (IT, cleaning, AV etc)	Before 15 <sup>th</sup> January 2016	<input type="checkbox"/>
<b>CUSTOM STANDS</b>	Submit Stand Plan to GL Events	Immediately	<input type="checkbox"/>
	Submit Sponsor Appointed Contractor Form	Before 11 <sup>th</sup> December 2015	<input type="checkbox"/>
	Submit Designs/Plans for approval	Immediately	<input type="checkbox"/>
	Order Extra Services	Before 15 <sup>th</sup> January 2016	<input type="checkbox"/>
	Submit required health and safety forms	Before 15 <sup>th</sup> January 2016	<input type="checkbox"/>
	Arrange load in/installation with GL Events	Before 15 <sup>th</sup> January 2016	<input type="checkbox"/>