

# Exhibitor Checklist & Deadlines

## Compulsory Actions

FORM	DEADLINE	FORM LINK	CONTACT / QUERIES
Compulsory Form <i>All exhibitors must complete this form prior to arriving onsite</i>	ASAP	<a href="#">Compulsory Form Link</a>	Ways & Means Events E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a> T: +44 (0) 20 3292 0555
Site Induction <i>All exhibitors &amp; contractors requiring access to the hall during build up or breakdown will need to complete the online site rules &amp; induction form</i>	ASAP	<a href="#">Site Induction Link</a>	Ways & Means Events E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a> T: +44 (0) 20 3292 0555
Vehicle Pass	Prior to arriving onsite	Vehicle Pass <i>*Needs to be downloaded, printed and information inserted prior to arriving onsite</i>	Ways & Means Events E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a> T: +44 (0) 20 3292 0555
Space Only Stand Plan Submissions <i>Compulsory for space only exhibitors only</i>	2nd August	<a href="#">Space Only Plan Submission Link</a>	Ways & Means Events E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a> T: +44 (0) 20 3292 0555
Catalogue Submission	26 <sup>th</sup> July	Taken from your BETA International Website online entry <i>*Maximum 30 words</i>	E: <a href="mailto:etn@djmurphy.co.uk">etn@djmurphy.co.uk</a>
Exhibitor Badges	ASAP	<a href="#">Exhibitor badges</a> - select the Live Buzz Exhibitor login button and choose the “Exhibitor Badges” option.	Live Buzz E: <a href="mailto:exhibitors@livebuzz.co.uk">exhibitors@livebuzz.co.uk</a>

## Optional Actions

FORM / SERVICE	DEADLINE	BOOKING FORM LINK	CONTACT / QUERIES
Accommodation	ASAP	<a href="#">Accommodation Link</a>	Event Express Ltd T: +44 (0)1905 732737 E: <a href="mailto:reservations@eventexpressuk.com">reservations@eventexpressuk.com</a>
AV	30th August	<a href="#">AV Link</a>	Event Specialist T: +44 (0)2476 992462 E: <a href="mailto:beta@eventspecialistsltd.com">beta@eventspecialistsltd.com</a>

Catering & Hospitality	6th September	<a href="#">Catering Link</a>	Stoneleigh Events T: +44 (0)2476 696969 E: <a href="mailto:eventorders@stoneleighevents.com">eventorders@stoneleighevents.com</a>
Contractor Badges <i>*Wristbands will be provided onsite - However, all contractors must first complete the Site induction Form</i>	ASAP	<a href="#">Site Induction Link</a>	Ways & Means Events E: <a href="mailto:beta@waysandmeanevents.com">beta@waysandmeanevents.com</a> T: +44 (0) 20 3292 0555
Electrics & Lighting	30th August	<a href="#">Electrics Link</a>	Event Specialist T: +44 (0)2476 992462 E: <a href="mailto:beta@eventspecialistsltd.com">beta@eventspecialistsltd.com</a>
Fascia Nameboard (Shell Scheme Stands)	30th August <i>*early bird booking deadline</i>	<a href="#">Nameboard Link</a>	Event Specialist T: +44 (0)2476 992462 E: <a href="mailto:beta@eventspecialistsltd.com">beta@eventspecialistsltd.com</a>
Furniture Hire	30th August	Contact supplier directly  <a href="#">Website link</a>	Inspire Hire T: +44 (0) 1675 482917. E: <a href="mailto:sales@inspirehire.co.uk">sales@inspirehire.co.uk</a>
Internet / Telephone	13th September	<a href="#">Internet/Telephone Link</a>	NAEC Stoneleigh T: +44 (0)2476 696969 E: <a href="mailto:eventorders@stoneleighevents.com">eventorders@stoneleighevents.com</a>
Lifting / Couriers / Storage	ASAP	Contact contractor directly	3Sixty Logistics T: +44 (0)2476 473663 E: <a href="mailto:logistics@exhibit3sixty.co.uk">logistics@exhibit3sixty.co.uk</a>
Lightpen/SmartScan App Order Form (via LiveBuzz login)	ASAP	<a href="#">Lightpen/SmartScan Link</a>	Live Buzz Ltd E: <a href="mailto:exhibitors@livebuzz.co.uk">exhibitors@livebuzz.co.uk</a>
New Product Entry Form	12th September	<a href="#">New Product Entry</a>	BETA International T: +44 (0)1937 582111 E: <a href="mailto:tradefair@beta-int.com">tradefair@beta-int.com</a>
Shell Scheme & Stand Extras	30th August <i>*early bird booking deadline</i>	<a href="#">Shell Scheme and Stand Extras link</a>	Event Specialist T: +44 (0)2476 992462 E: <a href="mailto:beta@eventspecialistsltd.com">beta@eventspecialistsltd.com</a>
Show Promotional Leaflets Form	12 <sup>th</sup> September	<a href="#">Show Promotional Leaflets Form</a>	BETA International T: +44 (0)1937 582111 E: <a href="mailto:tradefair@beta-int.com">tradefair@beta-int.com</a>
Show Offers Form	12 <sup>th</sup> September	<a href="#">Show Offers Form</a>	BETA International T: +44 (0)1937 582111 E: <a href="mailto:tradefair@beta-int.com">tradefair@beta-int.com</a>
Stand Cleaning	13th September	<a href="#">Exhibition Services Cleaning Order Link</a>	NAEC Stoneleigh T: +44 (0)2476 696969 E: <a href="mailto:eventorders@stoneleighevents.com">eventorders@stoneleighevents.com</a>