**To ensure we have everything in the right place at the right time, would you mind answering the below questions regarding your event?**

**EXHIBITOR SHIPMENTS**

**Q.  Please provide your show name**

A.

**Q.  In which Venue and Hall is the Exhibition taking place?**

A.

**Q.  Whom is the Exhibition Manager, from your own Organisation, and their mobile telephone number?**

A.

**Q.  Whom is the Venue Show Planner for this Event – and their mobile telephone number?**

A.

**Q.  When does your TENANCY at the venue Start and Finish?**

A.

**Q.  On what date and at what time do Exhibitors get access to the Halls on Build-Up?**

A.

**Q.  On what date and at what time does the Event/Conference open to attendees?**

A.

**Q.  On what date and at what time does the Event/Conference end for attendees?**

A.

**Q.  On what date and at what time does the Exhibition breakdown begin?**

A.

**ORGANISER SHIPMENTS (IF APPLICABLE)**

**Q.  What date would you like us to collect the Organiser shipment?**

**A.**

**Q.  What is the collection address/es?**

**A.**

**Q.  When do you wish the Organiser shipment to be delivered to the venue?**

**A.**

**Q.  If not the Show Manager for your Organisation, whom will be the contact for Organiser delivery**

**A.**

**Q.  What is the delivery point/room/area inside the venue for the Organiser shipment?**

**A.**

**Q.  On what date and at what time do you wish your Organiser shipment to be collected from venue?**

**A.**

Anything we have missed?