

# KEY DEADLINES



## Key Deadlines

The following is a summary of key deadlines, please adhere to the below dates and contact the Organisers (MCI UK Ltd) with any further queries. Please note the deadlines relate to forms and materials required by the Organisers (MCI UK Ltd) prior to the BSH 2018 Congress. Relevant forms are all included on the 'For Partners' page of the BSH 2018 website.

Deadline Date	Area	Requirements
8 January 2018	Abstracts	Abstract submission deadline
31 January 2018	Registration	Early bird delegate registration rate expires
23 February 2018	Sponsors	Sponsor logo and company profile to be submitted for inclusion within the website and event app
w/c 26 February 2018	Abstracts	Abstract notifications sent
9 March 2018	Contacts	Submit Exhibitor Contact Form.pdf
9 March 2018	H&S	Refer to Exhibition section, H&S for further details and deadline dates
26 March 2018	Nameboard	Submit BSH 2018 ~ GES Nameboard Return Form.pdf
26 March 2018	Graphics	Submit BSH 2018 ~ GES Exhibitor Graphic Order Form.pdf
16 March 2018	Furniture	Submit BSH 2018 ~ GES Furniture and Floor Covering Order Form.pdf
16 March 2018	Electrics	Submit BSH 2018 ~ GES Electrical Order Form.pdf
16 March 2018	Extras	Submit BSH 2018 ~ GES Shell Scheme Extras Order Form.pdf
6 April 2018	Floristry	Submit THE DUTCH FLOWER SHOP ~ Floristry Order Form.xlsx
30 March 2018	AV	Submit BSH 2018 ~ ACC Exhibition AV (in-house).pdf
16 March 2018	Rigging	Submit UK RIGGING ~ Rigging Services 2015.pdf
26 March 2018	Stand Cleaning	Submit BSH 2018 ~ ACC Stand Cleaning Order Form.pdf
26 March 2018	IT	Submit BSH 2018 ~ ACC Exhibitor IT Order Form.pdf
26 March 2018	Water	Submit BSH 2018 ~ ACC Water & Waste Order Form.pdf