

# Checklist

Key deadlines and dates to be **respected** by exhibitors.

Checkbox	Deadline/Date	Action	Contact/Link
	April 2023	Start submitting your <b>stand projects for approval</b> – complex booth (e.g., larger than 50sqm)	All stand projects must be sent to: <a href="mailto:logistics@euhydrogenweek.eu">logistics@euhydrogenweek.eu</a>
	10.04.2023	Web shop open	<a href="https://europeanhydrogenweek2023.expodoc.com">https://europeanhydrogenweek2023.expodoc.com</a>
	From 15.06.2023	<b>Exhibitor registration</b> Use link and instructions received via email. Please register booth staff incl. hostesses.	<a href="mailto:h2-registration@be.wearemci.com">h2-registration@be.wearemci.com</a>
	15.06.2023	<b>Payment deposit (100% stand space) due</b>	<a href="mailto:info@euhydrogenweek.eu">info@euhydrogenweek.eu</a>
	14.09.2023	<b>Exclusive Exhibitor Webinar</b> – we recommend your participation	Practical information will be shared followed by Q&A session Invitation will be shared closer to the date
	20.10.2023	Deadline to order <b>Rigging Points</b>	Any suspension/rigging from the pavilion structure requires authorisation from the Exhibition Logistics Team and Brussels Expo
	As of 20.10.2023	Surcharge <b>on rigging, IT and electricity</b> through the web shop	
	03.11.2023	Deadline to submit your <b>stand projects for approval raw space</b>	All stand projects must be sent to: <a href="mailto:logistics@euhydrogenweek.eu">logistics@euhydrogenweek.eu</a>
	03.11.2023	Deadline to order <b>Stand catering</b>	Brussels Expo Catering Services Through their <a href="#">online order portal</a> via <a href="mailto:cateringservices@brussels-expo.com">cateringservices@brussels-expo.com</a>
	03.11.2023	Order deadline for exhibition related services through the website including print work for the stands	More information: <a href="mailto:eventbacking@xpo.world">eventbacking@xpo.world</a>
	10.11.2023	Order deadline for <b>Hostess Services</b> through the web shop	Web shop link
	17.11.2023	12h00 – 20h00: Build-up for raw space <b>only</b>	
	18.11.2023	08h00 – 20h00: Build-up for raw space <b>only</b>	
	19.11.2023	08h00 – 16h00: Build-up for raw space and shell schemes As from 16h00: gangway carpet and exhibition cleaning	
	20.11.2023	09h00 – 11h00: stand personnel final checks From 13h00: exhibition open 18h00 – 21h00: Winter Market Drinks Reception in Hall 7 and Hall 11	
	21.11.2023	09h00 – 18h00: Exhibition Area open 18h00 – 21h00: Booth parties Hall 7 and Hall 11	
	22.11.2023	09h00 – 18h00: Exhibition Area open 18h00 – 21h00: Booth parties Hall 7 and Hall 11	
	23.11.2023	09h00 – 18h00: Exhibition Area open 18h30 – 21h00: Dismantling	
	24.11.2023	08h00 – 18h00: Dismantling	