

# EXHIBITOR ACTION CHECKLIST

SEAFOOD EXPO GLOBAL & SEAFOOD PROCESSING GLOBAL  
7 -9 MAY 2019



QUESTIONS? Call or Email Customer Service at +1-207-842-5504 or [customerservice@divcom.com](mailto:customerservice@divcom.com)

## ASAP

- Confirm Your Companies' Listing for [SEG](#) or [SPG](#)
  - o *Please refer to your Confirmation email sent from Customer Service*
- Make [Hotel Reservation](#)
- [Register Exhibitor Staff](#)
- [Send VIP & eVIPS to Clients](#)
- Arrange for Customs Clearance

## 18 January 2019

- Submit [Stand Approval Form & Design](#)
- Submit [SAFETY, HEALTH and ENVIRONMENTAL CHARTER Form](#)
- Submit your [Exhibitor Appointed Contractor/ Stand Builder form](#) (if using one)

## 12 February 2019

- Send in [Certificate of Liability Insurance](#)
- Deadline to apply for [Seafood Excellence Global Awards](#)

## 29 March 2019

- [Submit all Co-Exhibitors](#)
- Order [Lead Retrieval](#) (Early Deadline)

## 4 April 2019

- Brussels Expo Early Booking Deadline
  - o [Order Electrical Services](#)
  - o [Order Water, Drain, Gas, Compressed Air](#)
  - o [Order Suspensions](#)

## 5 April 2019

- [Register](#) to receive Badges for Stand Personnel by post
- Complete [Delivery of Machinery Form](#)

## 8 April 2019

- Freeman Early Bird Order Deadline
  - o [Order Furniture, Accessories, Floor Covering](#)
  - o [Order Electrical Fittings](#)
  - o [Order Stand Fitting](#)

## 11 April 2019

- Return [Cold Storage Order Form](#)
- Order [Daily Stand Cleaning](#)
- Order [Stand Carpet Removal](#)
- Order [1.1m3](#) or [3m3](#) Container Service

## 22 April 2019

- Order [Refrigeration Equipment](#)

### DON'T FORGET!

THE FOLLOWING HAVE NO DEADLINES,  
BUT THE SOONER YOU ORDER THEM  
THE BETTER

- [Parking Permits](#)
- [Photography](#)
- [Plants](#)
- [Internet Access](#)
- [Hostess/Demonstrator Services](#)
- [Catering Services](#)