



## KEY DATES & DEADLINES

**1 July 2021**

Company logo for official publication (in high res jpg or png)

Company advertisement for programme book (if ordered)

Space only stands for approval

**31 July 2021**

Orders for furniture, shell scheme, carpeting, banner and graphic display and AV to be placed via Mathys' online system.

Order forms for electricity, cleaning and telephony to be sent to [john.lawlor@mci-group.com](mailto:john.lawlor@mci-group.com)

NB: Service cannot be guaranteed for orders received after this date

**13 August 2021**

Sample of conference bag insert to be sent electronically to [john.lawlor@mci-group.com](mailto:john.lawlor@mci-group.com)

**9 September 2021**

Inserts for congress bags delivered to INTER EXPOLOGISTICS LTD.

**13 September 2021 12:00 – 18:00 (heavy items)**  
**14 September 2021 08:00 – 12:00 (heavy items)**  
**14 September 2021 12:00 – 16:00 (light items only)**

Exhibition build-up

**14-17 September 2021**

Tuesday 14 September 2021: 18:30 - 20:00 (Welcome Reception)  
Wednesday 15 September 2021: 10:00 - 17:00  
Thursday 16 September 2021: 10:00 - 18:00  
Friday 17 September 2021: 08:30 - 12:00

**17 September 14:00 – 18:30**

Exhibition Dismantling