

## “TO DO” LIST

To help you set up your booth and get everything done within the deadlines, here is a **TO DO LIST** so that you don't forget anything. Some suppliers charge more on your order for services provided after the deadlines.

Please enter your login and password on <https://exhibitors.jec-world.events> before going on the different sections below.

ACTION	DEADLINE	WHO?	DONE	TO DO
<b>MANDATORY</b>				
<b>BARE BOOTH ONLY</b>	<b>BEFORE</b>			
<b>Booth decoration project:</b> Send your booth floor plan and views for approval and join the certificate: <a href="#">Certificate of commitment to repair the mandatory site</a>	<b>March 17<sup>th</sup>, 2023</b>	<b>DECOPLUS</b>		
<a href="#">Exhibit working machines</a> Submit your declaration for safety reasons.	<b>March 17<sup>th</sup>, 2023</b>	<b>CABINET GUILMIN</b>		
<b>EQUIPPED BOOTH ONLY</b>	<b>BEFORE</b>			
<ul style="list-style-type: none"> <li>• SHELL SCHEME</li> <li>• ADVANCED</li> <li>• BE READY &amp; BE READY NMR</li> </ul>	<b>March 24<sup>th</sup>, 2023</b>	<b>GES</b>		
<ul style="list-style-type: none"> <li>• SMART</li> </ul>	<b>March 17<sup>th</sup>, 2023</b>	<b>ALIVE EVENTS</b>		
<b>FOR ALL EXHIBITORS</b>	<b>BEFORE</b>			
<b>Mandatory form to participate to JEC WORLD 2023</b> <a href="#">Exhibitor Health &amp; Safety Instructions</a>	<b>March 17<sup>th</sup>, 2023</b>	<b>D.Ö.T</b>		
<a href="#">Registration to the JEC WORLD 2023 Buyer's Guide</a>	<b>March 27<sup>th</sup>, 2023</b>	<b>J2C COMMUNICATION</b>		
<b>Badges</b> • EXHIBITOR • SETTING & DISMANTLING • SERVICE	<b>April 22<sup>nd</sup>, 2023</b>	<b>JEC</b>		
<b>Form to be submitted on site:</b> <a href="#">Compliance of hanging systems suspended structures</a>	<b>April 24<sup>th</sup>, 2023</b>	<b>CABINET GUILMIN</b>		
<a href="#">Read the booth design regulations and hall descriptions</a> <a href="#">Read the fire safety regulations</a>	<b>As soon as possible</b>	<b>JEC</b>		
<b>ADDITIONAL SERVICES</b>	<b>BEFORE</b>			
<a href="#">Customs – Transport – Onsite handling – Empties storage</a>				
<b>Early set-up request</b> If you wish to start the setting-up before the official date, you have to fill in the early set up request online. CLASQUIN FAIRS & EVENTS answer you positively or negatively.	<b>March 17<sup>th</sup>, 2023</b>	<b>CLASQUIN FAIRS &amp; EVENTS</b>		
<a href="#">Bridges &amp; Lights – Manual hoists or electric motors</a>	<b>April 14<sup>th</sup>, 2023</b>	<b>VERSANT</b>		
<a href="#">Electricity / Water / Rigging Points / Parking / Pressurized Air / Telephone / Internet</a> (Increase of 20% starting from April 18 <sup>th</sup> , 2023)	<b>April 18<sup>th</sup>, 2023</b>	<b>VIPARIS</b>		

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<b>ADDITIONAL SERVICES</b> (continuation)					
<b>FOR ALL EXHIBITORS</b>		<b>BEFORE</b>			
<u>Floral decoration</u>		<b>April 10<sup>th</sup>, 2023</b>	AMBIANCE FLORALE		
			LES JARDINS DE GALLY LES ÉVÉNEMENTS		
			GARDEN EXPO		
<u>Audiovisual, IT and video equipment</u>		<b>April 10<sup>th</sup>, 2023</b>	NOVELTY		
<u>Furniture</u>		<b>April 17<sup>th</sup>, 2023</b>	ALIVE EVENTS		
<u>Hostesses</u>		<b>April 17<sup>th</sup>, 2023</b>	DECI BELLES		
<u>Fridges, coffee machines, water fountains</u>		<b>April 17<sup>th</sup>, 2023</b>	GRAIN DE MALICE		
<u>Catering services</u>	• Delivery on your booth	<b>April 14<sup>th</sup>, 2023</b>	HORETO		
			UN ZESTE DE GRAND CHEMIN		
	• Recommended caterers for cocktails on your booth	<b>March 24<sup>th</sup>, 2023</b>	BIOTIFUL		
			FLEUR DE METS		
	Need help to organize your reception / cocktail/ event @ JEC WORLD and/or in Paris? <a href="mailto:jcastel@carle-organisation.fr">@ jcastel@carle-organisation.fr</a> Contact: Jennifer CASTEL SOUFFIR		GRAND CHEMIN		
			CARLE		
<u>Booth caretaking</u>		<b>April 20<sup>th</sup>, 2023</b>	GPS		
<u>Booth cleaning &amp; waste disposal</u>		<b>April 17<sup>th</sup>, 2023</b>	MILLENIUM		