

Accommodation and Travel

-Adam / HotelMap
+44 20 7292 2320
adam@hotelmap.com

Audio/Visual Contractor

-Aztec Communications
Tel: +44 (0)20 7803 4000
Email: sales@aztecuk.com

-DB Systems Ltd.

Tel: +44 (0)8 4522 63083

Email: hiredesk@dbsystems.co.uk

Badge Scanners

-Reed Exhibitions

infosec.operations@reedexpo.co.uk

Catalogue / Preview Advertising

-Showtime Media Services

+44 (0) 1462 420009

editorial@showtimemedia.com

Catering

-Levy Restaurants

Tel: +44 (0)207 598 5700

Email: OlympiaHospitality@compass-group.co.uk

Cleaning

-Olympia Cleaning

Tel: +44 (0) 207 598 2510

Email: Kristina.Jearrad@olympic

Exhibitor Badges

-Circdata

+44 (0) 1635588490

exhibitors@circdata.com

Electrics

-Global Experience Specialists (GES) Ltd

Tel: +44 (0)20 7069 4255

Email: electricssouth@ges.com

Freight Forwarding

-Agility Fairs & Events

Tel: +44 (0) 121 780 2627

Email: tmarchant@agility.com

Floorcovering

-Global Experience Specialists (GES) Ltd

Tel: +44 (0) 2476 380 180

Email: customerservice@ges.com

Floral

-Oldacre Event Florist

Tel: +44 (0)20 7069 4235

Mob: +44 (0)7785 266 541

Email: info@oldacre.co.uk

Graphics

-Insite Graphics

Contact: Hannah Logan

Email: hannah@insitegraphics.co.uk

Hotel Accommodation: <https://bit.ly/2W8p6hB>

Infosecurity Europe Operations Team

infosec.operations@reedexpo.co.uk

Internet

-eForce

Tel: +44 (0)20 7370 8400

Email: sales@eforce.co.uk

Official Stand Contractor

-SMARTSPACE

+44 (0)208 910 5682

smartspace@reedexpo.co.uk

PR and Press

-Origin Communications

+44 (0)20 3814 2940

infosec2019@origincomms.com

Rigging

-Outback Rigging Ltd

Rob Fitzgerald

Tel: (0)208 993 0066

Email: rob@outbackrigging.com

Storage

-Agility Fairs & Events

Contact: Tim Marchant

Tel: +44 (0) 121 780 2627

Email: tmarchant@agility.com

Shell Scheme

-Global Experience Specialists (GES) Ltd

Tel: +44 (0)2476 380 180

Email: customerservice@ges.com

Special Furniture Rental

-Global Experience Specialists (GES) Ltd

customerservice@ges.com

-Concept Furniture International Ltd

tammy@conceptfurniture.co.uk

-Thorns Group

mollie@thorns.co.uk

Temporary Staff

-Bond Associates

+44 (0)8 4513 04548

Email: info@bondassociates.co.uk

Travel: <https://bit.ly/2JpQJRP>

Water, Waste, Air & Compressed Gas

-Freeman Venue Services

Olivia Smith

+44(0)207 598 5500

Olivia.Smith@freemanco.com

Exhibitor Checklist

infosecurity

EUROPE

04-06 JUNE 2019 OLYMPIA LONDON

		Click on the action for further information	Deadline	
March	MSH / SH	Send free editorial to the Infosecurity PR team for press releases for the trade publications at infosec2019@origincomms.com	ASAP	
	MSH / SH	Book your flights and accommodation for London, use our official hotel provider for excellent rates. For more information visit the website .	ASAP	
	MSH / SH	Download show logos from our website and get free banners to use in your email signatures, website and promotional materials. Contact Infosecurity_helpline@reedexpo.co.uk or check out Nvytes service (coming soon)	ASAP	
	MSH / SH	Take advantage of our branding opportunities to promote your company before and during the show. Find more details on the already book section	ASAP	
	MSH / SH	Follow us on Twitter and join us on Facebook and LinkedIn to keep up to date with news from the show team and the industry, and to reach out to our audience. Tag #infosec19 when you promote your presence.	ASAP	
	MSH/SH	Order Letters of Invitation (for Visa Applications) – Please contact Customer Service: infosecurity_helpline@reedexpo.co.uk	ASAP	
	MSH	Consult the Exhibitor Manual for information on stand build regulations, place orders for onsite facilities etc. – the manual is available here	ASAP	
	MSH/SH	Book advertising in the Infosecurity Magazine, please contact your account manager. Download the media pack for pricing and options here .	ASAP	
	MSH	Place your on-site orders for AV, Floral etc. through the Exhibitor Manual. Order forms accessible here	Deadlines vary –check manual	
	MSH	Deadline for space only and shell scheme exhibitors to get the early bird rate on their on-site orders placed through the Exhibitor Manual accessible in the Exhibitor Portal	Deadlines vary –check manual	
April	MSH	Deadline for submitting SPACE ONLY stand plans for approval to http://exhibitor.standplans.co.uk/	8 - Apr	
	MSH	Change stand build type from space only to shell scheme, or shell scheme to space only by emailing abiola.agbalaya@reedexpo.co.uk	10 - Apr	
	MSH / SH	Submit your Show Preview Magazine editorial Infosecurity Magazine by contacting infosecurity_magazine@reedexpo.co.uk	15 - April	
	MSH	Registration of stand sharers to appear on the Preview. To add sharers to your stand at a cost of £485 per sharer. Email: infosecurity_helpline@reedexpo.co.uk	19 - April	
	MSH/SH	Submit your Event Guide editorial to Showtime Media by contacting editorial@showtimemedia.com .	19 - April	
	MSH	Deadline to book advertising in the Event Guide, email editorial@showtimemedia.com	19 - April	
May	MSH	To book a meeting or presentation room at the show contact: abiola.agbalaya@reedexpo.co.uk	6 - May	
	MSH/SH	Submit information for your Event Guide entry via the Exhibitor Portal . Add Company details, select product categories, your company's description, videos, PDFs, your social media and other links. To check what is showing currently , click on your company name in the Exhibitor Portal	6 - May	
	MSH/SH	Arrange your freight with our official freight forwarder: Agility Fairs & Events at tmarchant@agility.com and josmith@agility.com . Shipping instructions can be found here .	20 - May	
MSH/SH	Submit your electronic Press Pack to infosec2019@origincomms.com (we no longer accept hard-copy press packs at the press office on-site)	31 - May		
June onsite	MSH/SH	Build-up: Space Only Stand Construction Saturday 1st June - 08.00am – 6:00pm Sunday 2nd June - 08.00am – 8:00pm	1 & 2 June	
	MSH/SH	Deadline for ordering exhibitor badges via the Exhibitor Portal	3 - June	
	MSH/SH	You can pick up badges from 1:00pm – 7:00pm on Monday 3rd June from the Exhibitor Registration Desk, Exhibitor Badge at B-Gate.	3 - June	
	MSH/SH	Build-up: Space Only & Shell Scheme Stand Dressing Monday 3rd June - 08.00am - 10.00pm	3 - June	
	MSH/SH	Halls open to exhibitors 07:30am –5:30pm Show opens to visitors 09:30am – 5:30pm	4 - June	
	MSH/SH	Halls open to exhibitors 08:00am – 17:30pm Show opens to visitors 09:30am – 17:30pm	5 - June	
	MSH/SH	Halls open to exhibitors 08:00am – 4:00pm Show opens to visitors 09:30am – 4:00pm Breakdown 4:15pm – 6:00pm - Removal of portable exhibits and displays Breakdown 5:00pm – 10:00pm - General dismantling of standfitting	6 - June	
	MSH/SH	Breakdown 08:00am – 12:00pm - General dismantling of standfitting	7 - June	
June post show	MSH/SH	Make the most of your attendance at Infosecurity Europe by following up your leads	Post event	
	MSH/SH	Create a database of leads to add to your prospect database and follow up with a post event email	Post event	
	MSH/SH	Take part in the show survey and provide us with your feedback on the show	Post event	

Key
 Operations
 Marketing & PR
 Travel
 Onsite
 Sales
 Main Stand Holder = MSH
 Stand Sharer = SH
 Mandatory =

Need help?
 Forgotten your password for the [Exhibitor Portal?](#)
 Need other assistance?
 Contact: Customer Services
 +44 (0)2082712130
infosecurity_helpline@reedexpo.co.uk
www.infosecurityeurope.com