

## Exhibiting Checklist

This is a useful checklist of everything you might need for a successful show.

Compulsory items are highlighted – those remaining are optional and should be considered based on your requirements.

All deadlines must be adhered to as **late or on-site orders will incur surcharges for some services and the choice of items may be limited.**

Due	Task	✓
ASAP	<b>Site Induction</b> <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
ASAP	<b>Submit Your Contacts</b> <i>Help us get info to the right people</i>	<input type="checkbox"/>
ASAP	<b>Exhibitor Badges</b> <i>Get access on open days</i>	<input type="checkbox"/>
8 September	<b>Treatment Licence</b>	<input type="checkbox"/>
8 September	<b>Stand Plans</b> <i>Space-only exhibitors</i>	<input type="checkbox"/>
24 September	<b>Fascia Nameboard</b> <i>Shell Scheme exhibitors</i>	<input type="checkbox"/>
24 September	<b>Risk Assessment</b> <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
15 September	<b>Early Access</b> <i>Permitted only by request</i>	<input type="checkbox"/>
15 September	<b>Flooring</b>	<input type="checkbox"/>
16 September	<b>Hygiene Hire</b>	<input type="checkbox"/>
16 September	<b>Shell Scheme Extras</b>	<input type="checkbox"/>
11 September	<b>Electrics</b>	<input type="checkbox"/>
8 September	<b>Internet</b>	<input type="checkbox"/>
8 September	<b>Piped Services</b>	<input type="checkbox"/>
8 September	<b>Rigging</b> <i>You must request early access</i>	<input type="checkbox"/>
15 September	<b>PDQ Hire</b>	<input type="checkbox"/>
16 September	<b>Freight &amp; On-Site Logistics</b>	<input type="checkbox"/>
16 September	<b>Furniture</b>	<input type="checkbox"/>
16 September	<b>Graphics</b>	<input type="checkbox"/>
29 September	<b>Catering</b>	<input type="checkbox"/>
29 September	<b>Sound &amp; Music</b> <i>Request a music licence</i>	<input type="checkbox"/>
29 September	<b>AV Hire</b>	<input type="checkbox"/>
ASAP	<b>Hair Team &amp; Model Registration</b>	<input type="checkbox"/>
ASAP	<b>Computer Hire</b>	<input type="checkbox"/>
ASAP	<b>Floral</b>	<input type="checkbox"/>
ASAP	<b>Staffing</b>	<input type="checkbox"/>
ASAP	<b>Accommodation</b>	<input type="checkbox"/>
ASAP	<b>Visa Invitation Letter</b>	<input type="checkbox"/>