

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