

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	✓
30 Jan	Graphics	<input type="checkbox"/>
ASAP	Setup Showcase <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
ASAP	Uploading Staff to ShowHub <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
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	Stand Name Confirmation <i>To ensure yours stand name is correct</i>	<input type="checkbox"/>
30 January	Risk Assessment <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
30 January	Electrics	<input type="checkbox"/>
29 January	Internet	<input type="checkbox"/>
29 January	PDQ Hire	<input type="checkbox"/>
13 February	Freight & On-Site Logistics	<input type="checkbox"/>
30 January	Furniture	<input type="checkbox"/>
20 February	Catering	<input type="checkbox"/>
26 February	AV Hire	<input type="checkbox"/>
ASAP	Staffing	<input type="checkbox"/>
ASAP	Accommodation	<input type="checkbox"/>
ASAP	Visa Invitation Letter	<input type="checkbox"/>
ASAP	Sound & Music	<input type="checkbox"/>