

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	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"/>
ASAP	Practitioners' registration	<input type="checkbox"/>
20 March	Stand Plans <i>Space-only exhibitors</i>	<input type="checkbox"/>
10 April	Fascia Nameboard <i>Shell Scheme exhibitors</i>	<input type="checkbox"/>
20 March	Risk Assessment <i>Compulsory for all exhibitors</i>	<input type="checkbox"/>
10 April	Forklift Services	<input type="checkbox"/>
10 April	Flooring	<input type="checkbox"/>
10 April	Hygiene Hire	<input type="checkbox"/>
10 April	Shell Scheme Extras	<input type="checkbox"/>
10 April	Electrics	<input type="checkbox"/>
10 April	Internet	<input type="checkbox"/>
3 April	Piped Services	<input type="checkbox"/>
20 March	Rigging <i>You must request early access</i>	<input type="checkbox"/>
10 April	Furniture	<input type="checkbox"/>
1 April	Graphics	<input type="checkbox"/>
6 April	Catering	<input type="checkbox"/>
ASAP	Sound & Music <i>Request a music licence</i>	<input type="checkbox"/>
10 April	AV Hire	<input type="checkbox"/>
ASAP	Visa Invitation Letter	<input type="checkbox"/>