

# Exhibitor Check List

Every exhibitor should check Section 6, read information relating to the stand/space booked and return the forms within Section 6 of the Handbook. Every exhibitor must return the H&S Declaration as a minimum requirement.

The full range of order forms, many of which are optional, is listed below. The timely return of these forms will ensure that you receive the best possible service.

<b>Service</b>	<b>Form in Section</b>	<b>Response Date</b>	<b>Action Taken</b>
Show Catalogue - Company Profile	5	tbc December	_____
Show Catalogue - Logos/Advertising	5	tbc December	_____
Standuilder Contact Details (space only)	6	29 November	_____
Submission of Plans & Particulars (space only)	6	29 November	_____
Carpet NOT required (space only)	6	29 November	_____
Shell scheme optional extras (shell scheme only)	6	17 December	_____
Stand Name Panel (shell scheme only)	6	17 December	_____
Health & Safety, Risk Assessment	7	29 November	_____
Hotel Booking	9	asap	_____
Electrical connections and fittings	9	17 December	_____
Truss, rigging, lighting riggs, banners	9	3 January	_____
Communications, Broadband	9	3 January	_____
Forklift hire	9	3 January	_____
A/V, Computer Hire	9	3 January	_____
Catering on stand	9	3 January	_____
Furniture	online, see sect. 8	tbc January	_____
Exhibitor passes	online, see sect. 8	from Nov	_____
Visitor scanner hire	online, see sect. 8	from Nov	_____
Insurance	online, see sect 8	prior to show	_____
Banners	9	12 January	_____