

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 Form in Section 7 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.

Service	Form in Section	Response Date	Action Taken
Show Catalogue - Company Profile	5	9 January	_____
Show Catalogue - Logos/Advertising	5	20 January	_____
Who's constructing your stand? (space only)	6	9 December	_____
Submission of Plans & Particulars (space only)	6	9 December	_____
Carpet NOT required (space only)	6	9 December	_____
Stand nameboard (shell scheme only)	6	9 January	_____
Shell scheme accessories (shell scheme only)	6	9 January	_____
Health & Safety, Risk Assessment	7	23 December	_____
Hotel Booking	9	asap	
Electrical connections and fittings	9	9 January	_____
Rigging and drop wires	9	9 January	_____
Furniture and Floral	9	3 February	_____
Water and Waste connections	9	9 January	_____
Licence to Show Music Videos/DVDs	9	20 January	_____
Exhibitor passes	online, see sect. 8	3 February	_____
Catering on stand	9	3 February	_____
Forklift hire, storage	9	27 January	_____
A/V, Computer hire	9	1 February	_____
Visitor scanner hire	online, see sect 8	3 February	_____
Insurance	online, see sect 8	prior to show	_____

Exhibitor Handbook



Contents

0. Exhibitor Checklist
 1. Show organisation
 2. Timetable
 3. Floorplan
 4. Marketing
 5. Catalogue
 6. Stand design, construction and fitting
 7. Health & safety, Risk assessment
 8. Official contractors, Stand & general services
 9. Order forms
 10. General rules and regulations
-