

# 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.

<b>Service</b>	<b>Form in Section</b>	<b>Response Date</b>	<b>Action Taken</b>
Show Catalogue - Company Profile	5	11 December	_____
Show Catalogue - Logos/Advertising	5	6 January	_____
Who's constructing your stand? (space only)	6	11 December	_____
Submission of Plans & Particulars (space only)	6	11 December	_____
Carpet NOT required (space only)	6	18 December	_____
Stand name panel (shell scheme only)	6	18 December	_____
Shell scheme accessories (shell scheme only)	6	18 December	_____
Health & Safety, Risk Assessment	7	11 December	_____
Hotel Booking	9	asap	
Electrical connections and fittings	9	18 December	_____
Rigging	9	4 January	_____
Furniture and Floral	9	8 January	_____
Piped services (water/waste etc)	9	8 January	_____
Forklift hire	9	8 January	_____
Licence to Show Music Videos/DVDs	9	8 January	_____
Exhibitor passes	9	15 January	_____
Visitor scanner hire	9	15 January	_____
Exhibitor parking vouchers	9	16 January	_____
Insurance	9	prior to show	_____
Catering on stand	9	prior to/at show	_____