



EXHIBITOR CHECK LIST

This check list is for your convenience and to keep for your own records.

Please ensure that any facilities are ordered by the deadlines stated.

ITEM	DEADLINE DATE	TICK WHEN COMPLETED
Furniture Hire (page 5)	ASAP	<input type="checkbox"/>
Ram Clamping (page 5)	ASAP	<input type="checkbox"/>
Gala Dinner (page 5)	ASAP	<input type="checkbox"/>
Health & Safety Declaration (page 19)	6 April	<input type="checkbox"/>
Risk Assessment Form (page 21)	6 April	<input type="checkbox"/>
Method Statement Form (page 23)	6 April	<input type="checkbox"/>
Showguide Entry (page 26)	13 April	<input type="checkbox"/>
Electrics and Lighting (page 4)	20 April	<input type="checkbox"/>
Stand Fascia Board (page 5)	20 April	<input type="checkbox"/>
Stand Graphics (page 5)	20 April	<input type="checkbox"/>
Stand Fitting (page 5)	20 April	<input type="checkbox"/>
Exhibit List (page 25)	27 April	<input type="checkbox"/>
Showguide Advertising (page 27)	4 May	<input type="checkbox"/>
Audio-Visual Hire (page 4)	11 May	<input type="checkbox"/>
Vehicle Wash (page 5)	14 May	<input type="checkbox"/>
Catering (page 4)	18 May	<input type="checkbox"/>
Andy Annat Crackerjack BBQ (page 5)	18 May	<input type="checkbox"/>
Photography / Video (page 5)	25 May	<input type="checkbox"/>
Internet Connections & IT (page 4)	25 May	<input type="checkbox"/>
Lead Capture Scanner Hire (page 5)	25 May	<input type="checkbox"/>
Exhibitor Badges (page 4)	25 May	<input type="checkbox"/>