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## 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.

To access downloadable forms, visit the Exhibitor Zone page on the Tip-Ex Tank-Ex 2020 website here: <https://tip-ex.co.uk/2020/en/page/exhibitor-manual>

| ITEM                                     | DEADLINE DATE | TICK WHEN COMPLETED      |
|--|---------------|--------------------------|
| Furniture Hire (page 5)                  | ASAP          | <input type="checkbox"/> |
| Ram Clamping (page 5)                    | ASAP          | <input type="checkbox"/> |
| Transport News Northern Rewards (page 6) | ASAP          | <input type="checkbox"/> |
| Show Guide Advertising (page 29)         | 2 April       | <input type="checkbox"/> |
| Health & Safety Declaration (page 22)    | 3 April       | <input type="checkbox"/> |
| Risk Assessment Form (page 23)           | 3 April       | <input type="checkbox"/> |
| Method Statement Form (page 25)          | 3 April       | <input type="checkbox"/> |
| Show Guide Entry (page 28)               | 3 April       | <input type="checkbox"/> |
| Electrics and Lighting (page 4)          | 24 April      | <input type="checkbox"/> |
| Stand Fascia Board (page 5)              | 24 April      | <input type="checkbox"/> |
| Stand Graphics (page 5)                  | 24 April      | <input type="checkbox"/> |
| Stand Fitting (page 5)                   | 24 April      | <input type="checkbox"/> |
| Vehicle Exhibit List (page 27)           | 24 April      | <input type="checkbox"/> |
| Vehicle Wash (page 5)                    | 15 May        | <input type="checkbox"/> |
| Catering (page 4)                        | 15 May        | <input type="checkbox"/> |
| Internet Connections & IT (page 5)       | 22 May        | <input type="checkbox"/> |
| Audio-Visual Hire (page 4)               | 22 May        | <input type="checkbox"/> |
| Photography / Video (page 5)             | 22 May        | <input type="checkbox"/> |
| Lead Capture Scanner Hire (page 4)       | 22 May        | <input type="checkbox"/> |
| Exhibitor Badges (page 4)                | 22 May        | <input type="checkbox"/> |

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