

1.2 EXHIBITOR CHECKLIST

To assist with pre-show preparation and planning of the exhibition we have supplied the following checklist (in order of priority) which will ensure that all important elements of the exhibition are not overlooked. We suggest you appoint an Exhibition Manager who is responsible for co-ordinating all aspects of the show. Please note that a late return of forms may attract a surcharge and result in a delayed supply of the goods/ services you require.



The deadline dates are crucial.

Please make the time to ensure that you meet them all - it will save you inconvenience and possible expense.

Task/Form Required	Due Date:	Done
Accommodation & Travel	ASAP	
Exhibitor Name Badges Order Form	ASAP (Compulsory)	
Freight/Forklifts/Storage	ASAP	
Insurance – Certificate of Currency	ASAP (Compulsory)	
Accounts - Final payment	30 June (Compulsory)	
Advertising Material for Show Guide	1 July 2009	
Show Guide Entry Form / Exhibitor Profile	1 July 2009 (Compulsory)	
Name Board/Stand Sign (Shell Scheme Only)	20 July 2009	
Furniture Order Form	31 July 2009	
Stand Sign Confirmation	31 July 2009	
Audio Visual Services Order Form	1 August 2009	
Banner Hanging and Rigging Services Order Form	1 August 2009	
Lighting & Power Order Form	1 August 2009	
Custom Stand Appraisal Form (Built stands only)	6 August 2009 (Compulsory)	
Cleaning Services & Waste Removal Order Form	6 August 2009	
Exhibitor Account Order Form – Convention Centre	6 August 2009	
Exhibitor Account Order Form – Exhibition Centre	6 August 2009	
Stand Catering Services	6 August 2009	
Phone /Internet Services Order Form	6 August 2009	
Water & Compressed Air Order Form	6 August 2009	
Stand Tracker Order Form	6 August 2009	