

To assist with pre-show preparation and planning of the exhibition we have supplied the following checklist (in order of date required) 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.

N.B Details/forms marked with an asterisk () are compulsory & need to be either ordered or completed.*

TASK/FORM REQUIRED	DUE DATE	DATE ACTIONED
Accommodation & Travel	ASAP	
Visitor Invitation Tickets / Hi-Visibility Vests	4 February 2008	
Accounts - Final payment	21 February 2008	
Show Guide Entry Form / Exhibitor Profile *	3 March 2008	
Advertising Material for Show Guide *	12 March 2008	
Cleaning Requirements	14 March 2008	
Audio Visual Order Form	17 March 2008	
Electrical Order Form	17 March 2008	
Exhibitor Banner Info/Rigging Request	17 March 2008	
Furniture Order Form	17 March 2008	
Lighting & Power Order Form	17 March 2008	
Name Board/Stand Sign (Shell Scheme Only)	17 March 2008	
Stand design submission for approval	17 March 2008	
Stand Sign Confirmation	17 March 2008	
Freight/Forklifts/Storage	20 March 2008	
Compressed Air	1 April 2008	
On-Stand Catering/Coffee Machine	1 April 2008	
Telephone/Modem Lines	1 April 2008	
Water/Waste & Gas	1 April 2008	
Tag & Testing	3 April 2008	
Stand Tracker Order Form	11 April 2008	
Exhibitor Name Badges*	14 April 2008	
Exhibition Feedback Form *	19 May 2008	