

EXHIBITOR CHECKLIST & DEADLINES

Return the forms by the deadlines to save money and avoid paying premium prices for late orders.

Order Form Deadlines for best rates		Item
Date	Event	
As soon as possible	Review Health & Safety: Fire Safety, Welfare & Emergency procedures	
	Sign and return to Amanda Summers No significant Risk Form	
	Hotel Accommodation	
	Register Exhibition Staff	
Monday 11 September 2023	Company Descriptions for Printed Exhibit Guide	
	Booth Activity Request	
	Co-Exhibitor Application Form	
Friday 22 September 2023	Graphics and Signage	
	Furniture	
	Electrical for Shell Stands and Space Only	
	Electrical for Tabletops	
	Name Board - Tabletops and Shell Stands	
	Shell Scheme Extras	
	Space Only Order Form - Carpet	
Monday 25 September 2023	Insurance	
	IT – Equipment	
Friday 6 October 2023	Catering	
	Cleaning of Stand	
	Internet	
	Rigging for Hanging Signs	
	Sign and return to Ray Critchley	
	Exhibitors Site Induction Information	
Friday 13 October 2023	Freight and Shipment Order Form	
	Shipping Tariff	
	Shipping Instructions	