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Exhibition Deadlines and Checklist

To avoid missing important deadlines or incurring late order surcharges, please complete all forms relevant to your organisation before the deadline dates shown below.

It is advisable to keep a copy of all completed forms to bring with you to the exhibition.

To Do	Deadline	√	Date
Book Accommodation	Immediately		
Arrange Insurance Cover	Immediately		
Order Stand Catering	Immediately		
Order Floral Requirements	Immediately		
Order Furniture Requirements	Immediately		
Order Stand Photography	Immediately		
Submit Stand Plans for Approval	07/05/10		
Complete Risk Assessment	14/05/10		
Complete Method Statement	14/05/10		
Complete Health & Safety Declaration	14/05/10		
Order Stand Electrics	28/05/10		
Order Shell Scheme Extras	28/05/10		
Order IT/Telecommunications	18/06/10		
Order Storage Requirements	18/06/10		
Order Rigging Requirements	18/06/10		
Order Water & Waste	18/06/10		
Order Freight Handling/Forklift Services	18/06/10		
Download & Complete Vehicle Pass	25/06/10		
Contractor Wristbands	Available on site		