

Checklist

To Do	Deadline	√	Date
Arrange Lifting – Onsite Handling & Logistics Form	10 Nov 17		
Barcode Scanner / Visitor Data Capture	A.S.A.P.		
Compile Press Packs	Take Onsite		
Compulsory Shell Scheme Construction Form – Form 6	13 Oct 17		
eForce – Connectivity Order Form	25 Oct 17		
Electrical Power & Lighting – Electrics & Lighting Pre-Payment Order Form	24 Oct 17		
Exhibition Stand Transport – Onsite Handling & Logistics Form	10 Nov 17		
Exhibitor Badges – Website Link	A.S.A.P.		
Forward all details to Contractors	A.S.A.P.		
Furniture Requirements – Website Link	A.S.A.P.		
Health & Safety Declaration incorporating CDM 2015 – Form 6A	13 Oct 17		
Insurance Cover	A.S.A.P.		
Music Licences – Form 7	13 Oct 17		
Shell Extras – Shell Extras Pre-Payment Order Form	24 Oct 17		
Shell Nameboard (Shell Scheme) – Shell Nameboard Form	24 Oct 17		
Space Only Stand Check Sheet – Form 9	13 Oct 17		
Stand Catering Requirements – Website Link	A.S.A.P.		
Stand Designer / Contractor Details – Form 8	13 Oct 17		
Water & Waste – Plumbing Prepayment Order Form	25 Oct 17		