

Checklist

To Do	Deadline	✓	Date
Barcode Scanner / Visitor Data Capture	A.S.A.P.		
Compulsory Shell Scheme Construction Form – Form 6	17 Oct 25		
Electrical Power & Lighting – Full Circle Online Platform	27 Oct 25		
Exhibitor Badges – Website Link	A.S.A.P.		
Forward all details to Contractors	A.S.A.P.		
Furniture Requirements – Furniture Order Form	24 Oct 25		
Health & Safety Declaration – Form 7	17 Oct 25		
Music Licences – Form 10	17 Oct 25		
Shell Extras – Full Circle Online Platform	27 Oct 25		
Shell Nameboard (Shell Scheme) – Full Circle Online Platform	27 Oct 25		
Space Only Contractors Stand Check Sheet – Form 9	17 Oct 25		
Stand Catering Requirements – Website Link	A.S.A.P.		
Stand Designer / Contractor Details – Form 8	17 Oct 25		