

## Checklist for Space Only Exhibitors

Compulsory Self-Build Exhibitor Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Complete Compulsory Stand Form 2	14 May 2025	
Submit all compulsory documentation to Event Support Solutions <ul style="list-style-type: none"> <li>Scalable plan view drawings showing all dimensions and location of all stand-fitting, construction, furniture and exhibits</li> <li>Elevation view drawings showing all heights, including any rigging</li> <li>Risk Assessment for the build and dismantle of the stand</li> <li>Method Statement for the build and dismantle of the stand</li> <li>CDM Phase Plan for the construction and dismantle phases</li> <li>Details of any rigging (suspended elements from the hall ceiling)</li> <li>List of stand fitting materials confirming their compliance with eGuide regulations</li> <li>Proof of insurance</li> </ul>	14 May 2025	
Order your exhibitor badges	ASAP	
Make sure you have suitable insurance cover	ASAP	

Compulsory Custom-Build Exhibitor Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Complete Compulsory Stand Form 3	14 May 2025	
Submit your Risk Assessment	28 May 2025	
Make sure your stand builder submits all compulsory documentation to Event Support Solutions <ul style="list-style-type: none"> <li>Scalable plan view drawings showing all dimensions and location of all stand-fitting, construction, furniture and exhibits</li> <li>Elevation view drawings showing all heights, including any rigging</li> <li>Risk Assessment for the build and dismantle of the stand</li> <li>Method Statement for the build and dismantle of the stand</li> <li>CDM Phase Plan for the construction and dismantle phases</li> <li>Details of any rigging (suspended elements from the hall ceiling)</li> <li>List of stand fitting materials confirming their compliance with eGuide regulations</li> <li>Proof of insurance</li> </ul>	14 May 2025	
Order your exhibitor badges	ASAP	
Make sure you have suitable insurance cover	ASAP	

Stand Design and Layout Tasks	Deadline	
Review the Organiser Display Rules & Regulations	ASAP	
Review the Venue Technical Guidelines	ASAP	
Factor in storage space for belongings/ promotional materials	ASAP	

Before the Show Tasks	Deadline	
Complete the Exhibitor Listings Marketing Form	ASAP	
Order any other stand services required (electricity, catering, cleaning, etc.)	Various	
Make shipping & handling arrangements	Various	
Order lead retrieval	ASAP	
Book your hotel	ASAP	
Arrange travel	ASAP	
Review and adhere to key deadlines	ASAP	
Review the Event Schedule for access times	ASAP	
Promote your involvement	Throughout	
Familiarise yourself with the show floorplan	ASAP	
Invite your customers to attend	ASAP	

Items of Special Risk	Deadline	
Decide if you will be bringing any items of special risk (compressed gases, hazardous substances, heat generating displays, rigging, vehicle displays, static/ working machinery)	14 May 2025	
Submit all relevant data sheets/ technical specifications		
Submit your Certificate of Insurance (ensuring your values reflect those detailed in your exhibitor manual)		
Ensure your Risk Assessment details the control measures in place to mitigate risk		

### Useful Links:

- [Exhibitor Manual](#)
- [Compulsory Stand Form 2 – Self-Build Exhibitors](#)
- [Compulsory Stand Form 3 – Custom-Build Exhibitors](#)
- [Exhibitor Risk Assessment](#)
- [Stand Plans & RAMS Submissions – Stand Builders](#)
- [Key Deadlines](#)
- [2024 Floorplan](#)