

Exhibitor Checklist		
Task:	Deadline:	Complete?
All Exhibitors:		
Review the contents of your Exhibitor Manual	ASAP	
Register for your Exhibitor Badges		
Make sure you have suitable insurance coverage		
Review the Organizer Display Rules & Regulations		
Factor in storage space for belongings/ promotional materials/ empties		
Order lead retrieval	ASAP	
Book your hotel		
Arrange travel		
Review and adhere to key deadlines		
Review the Event Schedule for access times		
Familiarise yourself with the show floorplan		
Submit you Exhibitor Risk Assessment	August 25	
Order any other booth decoration required (furniture, graphics, cleaning, etc.)	September 18	
Order any other venue services required (AV, catering, internet, utilities, cleaning, etc.)	September 17	
Make shipping & handling arrangements	Various	
Items of Special Risk:		
Decide if you will be bringing any items of special risk (compressed gases, hazardous substances, heat generating displays, rigging, vehicle displays, static/ working machinery)	August 25	
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		
Booth Package Exhibitors:		
Complete Compulsory Booth Form 1	August 25	
Order your booth package or carpet from AGS Expo	September 18	

Self-Build Exhibitors:		
Complete Compulsory Booth Form 2	August 11	
Submit all compulsory documentation for Authorization to Build: <ul style="list-style-type: none"> Booth Plans Inspection Form Scale drawings, including plan views and elevations Plan to show location of booth within the exhibition hall Construction Phase Risk Assessment Method Statement Proof of Insurance Fire Safety Certificate 		
Custom-Build Exhibitors:		
Complete Compulsory Booth Form 3	August 11	
Make sure your booth builder submits all compulsory documentation for Authorization to Build: <ul style="list-style-type: none"> Booth Plans Inspection Form Scale drawings, including plan views and elevations Plan to show location of booth within the exhibition hall Construction Phase Risk Assessment Method Statement Proof of Insurance Fire Safety Certificate 		