



THE DISTRIBUTED ENERGY SHOW

Checklist for Custom-Build Exhibitors

Compulsory Custom-Build Tasks	Deadline
Review the contents of the exhibitor manual	Upon receipt
Appoint a contractor to design & build your stand	ASAP
Share the exhibitor manual with your contractor	ASAP
Complete Compulsory Stand Form 3	16 th January
Your contractor to submit RAMS for review	16 th January
Order your exhibitor badges	ASAP
Make sure you have suitable insurance cover	ASAP
Submit your Risk Assessment	30 th January

Optional Custom-Build Tasks	Deadline
Order any other stand services required	Various
Make shipping & handling arrangements	Various
Order lead retrieval	27 th February
Book your hotel	ASAP