



# THE DISTRIBUTED ENERGY SHOW

## Checklist for Self-Build Exhibitors

<b>Compulsory Self-Build Tasks</b>	<b>Deadline</b>
Review the contents of the exhibitor manual	Upon receipt
Complete <b>Compulsory Stand Form 2</b>	16 <sup>th</sup> January
Order your exhibitor badges	ASAP
Make sure you have suitable insurance cover	ASAP
Submit your <b>Risk Assessment</b>	30 <sup>th</sup> January

<b>Optional Self-Build Tasks</b>	<b>Deadline</b>
Order any other stand services required	Various
Make shipping & handling arrangements	Various
Order lead retrieval	27 <sup>th</sup> February
Book your hotel	ASAP