



THE DISTRIBUTED ENERGY SHOW

Checklist for Stand Package Exhibitors

Compulsory Stand Package Tasks	Deadline
Review the contents of the exhibitor manual	Upon receipt
Complete Compulsory Stand Form 1	30 th January
Order your stand package from Stagecraftuk	24 th February
Order your exhibitor badges	ASAP
Make sure you have suitable insurance cover	ASAP
Submit your Risk Assessment	30 th January

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