THE DISTRIBUTED ENERGY SHOW

Checklist for Shell Scheme Exhibitors

Compulsory Shell Scheme Exhibitor Tasks	Deadline	
Review the contents of the Exhibitor Manual	Upon receipt	
Complete Compulsory Stand Form 1	30 January	
Submit your Risk Assessment	30 January	
Order your stand package from Emblem Events & Exhibitions	19 March	
Order your exhibitor badges	08 March	
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 Show Guide Listing Form	02 February	
Order any other stand services required (electricity, catering, cleaning, etc.)	Various	
Make shipping & handling arrangements	Various	
Order lead retrieval	28 February	
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)	30 January	
Submit all relevant data sheets/ technical specifications	30 January	

Submit your Certificate of Insurance (ensuring your values reflect those detailed in your exhibitor manual)	30 January	
Ensure your Risk Assessment details the control measures in place to mitigate risk	30 January	

Useful Links:

- Exhibitor Manual
- Compulsory Stand Form 1
- Exhibitor Risk Assessment
- Key Deadlines
- Register for your Exhibitor Badge
- VIP Invitation – *link coming soon*
- The Distributed Energy Show 2024 Floorplan
- Exhibitor Show Guide Listing Form